

Events on Public Open Spaces - Proposed charges 2024/25

ADMINISTRATION FEE Type of event	Maximum attendees (at once)	Administration fee
Commercial	Less than 100	£58.00
	Less than 500	£58.00
	Between 500 and 1,499	£350
	More than 1,500	£695
Charity or community	Less than 100	£29.00
	Less than 500	£29.00
	Between 500 and 1,499	£58.00
	More than 1,500	£116

Where events or activities require the production of bespoke legal agreements the Council will charge legal fees based on a rate of £217 per hour.

VENUE HIRE:

Type of event	Maximum attendees (at once)	Charge
Commercial	Less than 100	£580
	Less than 500	£580
	Between 500 and 1,499	£1,158
	More than 1500	£1,737
Charity or community	Less than 100	£0
	Less than 500	£116
	Between 500 and 1,499	£116
	More than 1,500	£116

BILLBOARDS AND BANNERS

Type of event	Hire Duration 2 weeks	Charge
Commercial	Billboards (A0) – 3no. Max	£250
	Notice boards (A2 size) – 6no. Max	£150
	Banners (2m x 3m) – up to 3no.	£200

	Banners (2m x 3m) up to 6no. Max	£350
Type of event	Billboards – Duration 2 weeks	Administration fee
Community	Billboards (A0) – 3no. Max	£25
	Notice boards (A2 size) – 6no. Max	£20
	Banners (2m x 3m) – up to 3no.	£25
	Banners (2m x 3m) up to 6no. Max	£40
Type of event	Billboards – Duration 2 weeks	Administration fee
Charity	Billboards (A0) – 3no. Max	£0
	Notice boards (A2 size) – 6no. Max	£0
	Banners (2m x 3m) – up to 3no.	£0
	Banners (2m x 3m) up to 6no. Max	£0