

# City Promotions, Events and Filming Application, Administration, and Parks Rental Fees

## Westminster City Council's Charging Policy for City Promotions, Events and Filming

Westminster City Council's City Promotions, Events and Filming team is a discretionary service that facilitates event and filming activity throughout the city each year. We currently charge event organisers and filming companies fees to recover the costs of the service.

The City Council will apply an appropriate charge for events and filming in order to recover its reasonable costs in considering, consulting upon and facilitating applications. The amount you pay will be based on the size and nature of your organisation and the beneficiaries of the event or filming activity.

Costs that are recoverable and to be borne by the organiser include:

- Officer time relating to validating, facilitating and planning applications
- Traffic management, road closures and highways licences
- Parking suspensions, and relocation vehicles
- Planning permission and advertising Consent
- Environmental Health Licence applications and advice
- Licensing applications
- Cleansing
- Parks team support in planning or reinstating a park
- Street furniture removal

In some circumstances, financial assistance in the form of a fee waiver can be applied for by contacting the team directly by email.

If an event or filming activity is not able to proceed because of a reason outside the City Council's control on the day, such as inclement weather or a security incident, any fees agreed are non-refundable.

### Fee Types

**Application Fee** – Payable in advance and non-refundable. Includes first hour of planning.

**Consultation Fee** – This covers officer time spent advising customers prior to a formal application. Consultations are an optional service.

**Officer Administration Fee** – This covers officer time spent validating, facilitating, planning and co-ordinating an application and is calculated by your assigned Officer post activity.

**Park Hire Fee** – The fee to hire a park or garden.

### Application and Officer Administration Fees

Applicant Status	Event Application Fee	Filming Application Fee (inc. VAT)	Event Administration Fees	Filming Administration Fees (inc. VAT)	Event Consultation Fee	Filming Consultation Fee (inc. VAT)
Organiser turnover is £1million or over	£360	£432	£180 per hour	£216 per hour	£180 per hour	£216 per hour
Organiser turnover is under £1million	£175	£210	£180 per hour	£216 per hour	£180 per hour	£216 per hour
Charity Organiser*	£35	£42	£35 per hour	£42 per hour	£35 per hour	£42 per hour
Community Organiser**	£35	N/A	£0	£0	£35 per hour	N/A
Student Organiser	£35	£42	£0	£0	N/A	N/A
Late Notice Application <sup>†</sup>	£850	£1,020	£220 per hour	£264 per hour	N/A	N/A

#### \*Charity organiser defined as:

- A registered charity; OR
- A charitable incorporated organisation
- Exclusions to this definition:
  - Charities that have an audited income of more than £1 million per annum; OR
  - Events with an operating budget of more than £10,000

#### \*\*Community organiser defined as:

- Local community group, educational or voluntary organisation based in Westminster e.g. resident association, faith group or non-fee-paying Westminster schools; AND
- A 'not for profit' entity; AND
- Organising an event that is not commercial and for where there is tangible link between the organisers and the location within which the event is taking place
- Exclusions to this definition:
  - Organisations that have an audited income of more than £1 million per annum; OR
  - Events with an operating budget of more than £10,000

<sup>†</sup>**Late Notice Application** is defined as an application that is received after our published processing timescales (see our timescale tool). They will be assessed on a case-by-case basis and will be processed solely at our discretion. Please note that the standard timescales for other Council services such as parking, road closures and licensing will apply, and therefore please consider these elements prior to submitting your application.

### Park Hire Fees

Park tier	Standard hire fee per day	Filming per day (VAT inclusive)	Charity event organiser	Community event organiser
<b>Tier 1</b> Berkeley Square* Leicester Square Gardens Leicester Square North Terrace Event Space Marble Arch hardstanding Strand/Aldwych Piccadilly Circus (Eros) Trafalgar Square North Terrace		£7,500 / £9,000 (VAT inclusive)		
<b>Tier 2</b> Cavendish Square Gardens Golden Square Gardens Hanover Square Gardens Soho Square Gardens Victoria Embankment Gardens	£4,250	£3,000	£1,000	£500
<b>Tier 3</b> Bessborough Gardens Christchurch Gardens Ebury Square Lower Grosvenor Gardens Millbank Gardens Norfolk Square Gardens Paddington Green Paddington Street Gardens (North) Paddington Street Gardens (South) Pimlico Gardens Portchester Square Gardens Queen's Park Memorial Gardens Rembrandt Gardens Riverside Walk St. Anne's Churchyard St. George's Square Gardens St. John's Square Gardens Temple Roof Gardens Victoria Tower Gardens (South) Westbourne Green Whitehall Gardens (MOD)	£1,600	£1,500	£550	£350

\*Limited availability

#### Please note:

- If you wish to use a park or garden not listed above, please contact us directly
- All event fees are exempt of VAT
- Filming fees are inclusive of VAT at 20%
- A non-refundable deposit of 20% of the total park hire fee will be charged once your application is confirmed
- Application fee and administration fees will be charged in addition to parks hire fees
- Park hire fees are applicable for build and derig days
- For events or filming proposing a duration longer than three consecutive days, prices are available on request
- For events or filming proposing a part-day hire, prices are available on request
- Additional costs may be incurred when hiring a park space:
  - Reinstatement - The costs to restore the park after your event (for example, replacing turf). We calculate any reinstatement costs for your after your activity.
  - Opening times – An additional charge may be applicable if you require a park to be opened earlier or kept open later than its scheduled public opening times