

Moray Council

Events Charging & Guidance – Hiring of Open Spaces

1. Scope

- 1.1 This guidance document details the events charging structure and provides guidance on hiring an outdoor space in a Moray Council owned open space.
- 1.2 The charging structure relates solely to the hire of event space in a park or open space and does not include any other statutory or non-statutory charges that may be applied by the Council or others, e.g. Public Entertainment Licence, Liquor Licence etc.
- 1.3 The guidance does not include the hire of sports pitches or playing fields managed by the Council's Sport & Leisure Service where separate hire charges are already set and agreed.
- 1.4 Charges for funfairs and circus events are already established and published annually within the list of the Council's Charges for Services.

2. Strategic Context

- 2.1 The Open Spaces Charging Guidance will assist the Council with setting appropriate levels of fees and charges for hiring open spaces to hold an event, and support the aims of the Council's Corporate Plan 2019 – 2024: Our People, Our Place, Our Future.
- 2.2 The Council's website content will be updated to guide event organisers on the application process for events.

3. Objectives and Principles of the Guidance

- 3.1 The overall aim of the guidance is to assist staff in setting appropriate charges for events and activities in open spaces, and ensure that hire charges are applied consistently for commercial and private events.
- 3.2 The guidance will categorise events by their type, size and purpose and the charging structure will include concessions for not-for-profit and community / charity events.
- 3.3 Income received for commercial and private events will support the related administrative and management costs for processing applications.

4. Monitoring and Review

- 4.1 The Council will review this guidance in 2023, or earlier if required by any policy or legislative changes.

Open Space Event Guidance

Introduction

This guidance document has been prepared to guide Officers on the application of charges to hire a park or open space for an event.

Scale and Type of Event

The scale of events in the Council's open spaces are defined according to the categories below, which outlines the parameters that Moray Council works to in classifying event scale and impact.

If the estimated capacity/scale of an event is very close to the limit of the classification type (i.e. large, medium etc.) officers reserve the right to choose the category the event is best placed.

Open Space Hire - Fees & Charges

Charges will depend on the activity undertaken. The charges will be set annually by the Council and reviewed each year.

Current charges for services can be found in **APPENDIX A** and will be updated annually on the Council's website.

Depending upon the type of event other Council charges for services may apply e.g. licensing applications or if event organiser requires Council staff to be present or work outside of normal working patterns (e.g. to open or lock a venue outside of normal hours).

Deposit payments are detailed within our schedule of charges that apply for open spaces. Moray Council, however, reserves the right to adjust the amount of deposit required dependent upon the type of event/activity taking place.

Money will be deducted from the deposit for reinstatement of any damage caused to the open space.

Open Space Site Information

Each open space site is different and they all have their own merits for holding events. A summary of the main open spaces available for events is provided below however further information on this will be developed and added to the Council's website.

Cooper Park, Elgin	Dovecot Park, Elgin
Grant Park, Forres	Borough Briggs, Elgin
Roysvale Park, Forres	Brodie Drive, Elgin
Fiddich Park, Craigellachie	Logie Park, Cullen
Ian Johnston Park, Buckie	Esplanade, Lossiemouth
Linzee Gordon Park, Buckie	Coulardbank Park, Lossiemouth

Cuthill Park, Keith	Fife Keith Park, Keith
St Rufus Park, Keith	

Event Categories

A full definition of commercial and community event categories and charges for hiring these can be found in **APPENDIX B** of this guidance document.

Event Category	Definition	Example	Charge
Commercial	An event organised and run by an identifiable commercial business or group of businesses which will be the main beneficiaries of the event. Ticketed or promotional events.	T in the Park Belladrum Tartan Heart Festival Forres Live 2020	Full hire fee to be applied
Registered charity / Not-for-profit	An event run by a registered organisation with exclusive charitable purposes and registered with the Scottish Charity Regulator or Charity Commission, or an event organised by a recognisable not for profit organisation that does not distribute profits to shareholders.	Speyfest European Pipe Band Championships	Small (up to 199 attendees) – no site fee to be applied Medium (200-499 attendees), Large (500-1,000 attendees), Major (1,000+ attendees) – Reduced site fees to be applied (50%) where an admission / participant fee is applied by the event organiser.
Community	An event organised by or for the local community. Generally does not require road closures but may	Gala Days Highland Games School Fete Moray Pride	Small (up to 199 attendees) – no site fee to be applied Medium (200-499 attendees),

	require some licences.		Large (500-1,000 attendees), Major (1,000+ attendees) – reduced site fee to be applied (50%) where an admission / participant fee is applied by the event organiser.
Circus/funfair	A fairground or circus based event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event. Promotional or ticketed events.	Moscow State Circus Zippos Circus Chinese State Circus Funfair	All relevant site fees to be applied. Applicants must be members of The Showmen's Guild of Great Britain.

Appendix A

Fees/pricing schedule

Classification of proposed event	Size and definition of event
Small	<ul style="list-style-type: none"> ➤ Up to 199 expected attendees/capacity ➤ Minimal impact on other users ➤ Minimal additional infrastructure build required ➤ No measurable impact on surrounding environment ➤ Unlikely to cause damage/require ground reinstatement
Medium	<ul style="list-style-type: none"> ➤ Between 200-499 expected attendees/capacity ➤ Some temporary change of use ➤ Little additional infrastructure build required

	<ul style="list-style-type: none"> ➤ Low impact on surrounding environment ➤ Unlikely to cause damage/require ground reinstatement
Large	<ul style="list-style-type: none"> ➤ between 500-1,000 expected/capacity ➤ Change of use for the duration and surrounding the event – may restrict general access ➤ Considerable infrastructure build required ➤ Likely to require damage repair/ground reinstatement ➤ Some impact on surrounding environment
Major	<ul style="list-style-type: none"> ➤ more than 1,000 expected attendees/capacity ➤ Change of use with restrictions on general access ➤ Considerable infrastructure build required ➤ Likely to require damage repair/ground reinstatement ➤ Considerable impact on surrounding environment

Registered Charities, Not-for-Profit and community events will be charged at 50% of the full commercial fee where an admission or participant fee is levied.

Charges displayed are for 2022/23 and are subject to change annually as agreed by Council.

Charging Structure

Type of Event	Size	Deposit	Admin Fee	Daily Fee	Note
Commercial Events					
Commercial	Small	£500	£50	£300	Full fee
Commercial	Medium	£1000	£50	£350	Full fee
Commercial	Large	£2500	£100	£400	Full fee
Commercial	Major	£5000	£100	£500	Full fee
Circus Events					

Circus	Small	£500	£50	£341.70	Fee already set. (refer to approved 2021/21 charges here)
Circus	Large	£500	£100	£454.92	Fee already set. (refer to approved 2021/21 charges here)
Fairground Events					
Fairgrounds					Fee already set. (refer to approved 2021/21 charges here)
Community, Charity & Not-for-Profit Events					
Community /Charity	Small	TBC	No Charge	No Charge	No Charge
Community /Charity	Medium	TBC	No Charge	£175*	50% of full fee*
Community /Charity	Large	TBC	No Charge	£200*	50% of full fee*
Community /Charity	Major	TBC	No Charge	£250*	50% of full fee*
Photography / Filming					
Photography Shoot (Commercial)	Full day	TBC	£50	£150	-
Filming (Commercial)	-	TBC	POA	POA	Price on Application
Personal Training Activities					
Personal Trainer / Bootcamp	Commercial	TBC	£0	£16 per hour	-

Notes:

*Rates applied if an admission fee is levied by the event organiser

TBC – To be confirmed on application subject to potential risk of ground damage

POA – Price on application

APPENDIX B

Full event definition

Community/Charity Events

Community events are those which are organised by the community or voluntary groups, in support of the community for the benefit of Moray or local residents. Fees levied for community and third sector stallholders should be set at an affordable and accessible level. Where an entrance fee is levied for attendees or participants the organising body will be liable for 50% of the full site fees.

Charity events should be for the benefit of a charity registered with the Scottish Charity Regulator or Charity Commission in England and Wales. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity.

Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

Commercial Events

Commercial events are typically accessible to the general public, but in some cases will include events which have an entrance fee attached to enter a closed area to partake in the activity. This category includes funfairs and circuses although these have separately defined hire costs within the fee structure. Although commercial activity has a defined fee structure, Moray Council also reserves the right for officers to have delegated authority to negotiate the best deal, where there is a major impact or significant commercial return anticipated.