

West Suffolk



Council

Parks and Open Spaces

**PARKS SERVICE – SCALE OF CHARGES
2019-20
EFFECTIVE 1ST APRIL 2019**

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1. General Conditions

West Suffolk Council are empowered under the **Local Government Act 2003** to levy charges for discretionary services, such as those provided by the council's in their parks and open spaces. The setting of fees and charges for activities and facilities in West Suffolk's parks and open spaces is delegated to the Assistant Director (Operations), after consultation with the Assistant Director (Resource and Performance) and the Portfolio Holders for Leisure and Culture. The fees and charges are reviewed on an annual basis. An annual review of fees and charges is an integral part of the annual service planning cycle and the anticipated income forms part of the Councils base budget.

I. Juniors

Juniors are defined as those persons under 16 years of age

II. V.A.T.

VAT is included where applicable

If VAT isn't shown, it is not applicable

VAT is currently charges at 20%

III. Hire Charges

Unless stated all hire charges are displayed as a per day rate

2. Event Hire

£25 Application Fee

Upon receipt and review of any application for West Suffolk Council will charge a non-refundable £25 administration fee. This fee secures the hire of the park or open space and will be deducted from the overall hire charge. Please note the event booking is not secured until this payment is received.

Non Commercial Events

Any event hosted by a non-commercial organisation will be charged using the below matrix. An agreement will be made for the expected number of attendees during the planning process and will be honoured in that year. Should an event have significantly more attendees than planned then it will be noted on the duty of care and a larger fee will be charged next time.

Non Commercial Category	Expected Attendance	Fee
X Small	< 100	£115
Small	101 - 300	£150
Medium	301 - 500	£300
Large	501 - 1000	£450
X Large	1001- 5000	£550
XX Large	5001+	£750

Runs / Cycle Rides that only **START / FINISH** on site

If a run/cycle ride is held at a park but is only for Start/Finish purposes where the route is **not** around the parks other areas than the reduced rates can be offered.

If the route takes place around the park itself then the above rates apply as it would impact the park's operations more than just a start / finish line.

Runs/Cycle Rides Category	Expected Attendance	Fee
X Small	<100	£115
Small	101 - 500	£150
Medium	501 - 1000	£275
Large	1001+	£425

NB It is the hirer's responsibility to inform highways department for any road closures needed for the event, or planned during the event.

Commercial Events

All commercial events are based on £1 per attendee with the below guarantees. Should a commercial event be non-ticketed then we would charge the guarantee. In the event of a multi-day event, the guarantee will be multiplied by the amount of days the event runs.

Commercial Category	Expected Attendance	Fee
Small	<500	£500
Medium	501 - 1000	£750
Large	1001-5000	£1000
X Large	5001+	£1200

Community groups and regular bookings

If you're hosting activities or events regularly at our parks and open spaces an overall hire fee will be negotiated with the parks team, reflecting the total attendance, impact on the site and the ranger team. Negotiations can also be applied for small, local community events.

3. Circuses and Funfairs

Conditions

- A non-returnable booking deposit per visit is applicable.
- Equivalent to one days hire, this amount is however, deducted from the final invoice
- Overall fee is calculated for both operational days and non-operational days, covering the whole period the site is in use.
- West Suffolk Council will only accept bookings of Non-Animal Circuses only.
- The sites available for circuses are:
 - George Lambton Playing Fields, Newmarket
 - Hardwick Heath, Bury St Edmunds
 - Recreation Ground, HaverhillOther sites are available by negotiation.

Non-Operating Day Charges

Both Circuses and Funfairs are to be charged for the whole period they are on site, with a reduced rate for non-operational days. It is the same rate across all West Suffolk Council sites.

	Fee	VAT	Total
Non Operational day	£27	£0	£27

Circuses Operating Day Charges

Size	Details	Fee
Large	>25m Big Top	£486
Small	</=25m Big Top	£269

Funfair Operating Day Charges

Location	Town	Fee
Oakes Road	Bury St Edmunds	£324
Recreation Ground	Haverhill	£324
George Lambton Playing Fields	Newmarket	£225

4. Fitness Classes

Conditions

- A six month contract will be agreed after a trial month (free of charge) has been completed to gauge demand.
- Hire charge agreed based on calculated demand, i.e. expected number of attendees per session, and how many sessions per week.
- All contracts are non-exclusive use of the park or open space.

<i>No. Attendees</i>	<i>No. Sessions (Per Week)</i>			
	1	2	3	4+
1-5	£2	£4	£6	£8
6-10	£5	£10	£15	£20
11-15	£8	£16	£25	£33
16-20	£11	£23	£34	£45
21-25	£14	£29	£43	£58
26-30	£18	£35	£53	£71
30+	£19	£38	£57	£76

5. Car Park Charges

Event Set Up Fees

Should the booking require any additional car parks to be set up, the below charges will be applicable.

Set Up	Audience	Time / Hours	Ranger Rate	Fee	VAT	Total Fee
Small set-up	0 – 500	8	£21	£168	£33.60	£201.60
Medium set-up	500 – 1000	12	£21	£252	£50.40	£302.40
Full site set-up	1000+	18	£21	£378	£75.60	£453.60

Car Park Suspension

Should the event require free parking for attendees or the main car park will not be available to the general public then a suspension charge is applicable, recovering the day's car park costs.

Site	Peak April – October			Non-Peak November - March		
	Fee	VAT	Total Fee	Fee	VAT	Total Fee
Brandon Country Park	£300	£60	£360	£200	£40	£240
Nowton Park	£246	£49.20	£295.20	£165	£33	£198
West Stow	£246	£49.20	£295.20	£165	£33	£198

Car Park Charges

Brandon Country Park

Monday – Friday (Exc Bank Holidays)

Length of Stay	Fee	VAT	Total Fee
<2 hours	£0.83	£0.17	£1
>2 hours	£1.67	£0.33	£2

Saturday, Sunday & Bank Holidays

Length of Stay	Fee	VAT	Total Fee
<2 hours	£1.25	£0.25	£1.50
>2 hours	£2.50	£0.50	£3

Annual Permit

12 Months	£25	£5	£30
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*Charges apply between 08:00 and 20:00 including bank holidays

Clare Castle Country Park

Monday – Sunday

Length of Stay	Fee	VAT	Total Fee
<1 hour	£0.83	£0.17	£1
>1 hour	£1.67	£0.33	£2

* Charges apply between 11:00 and 18:00 including bank holidays

* Charges set by site Trustees

Hardwick Heath

Monday – Sunday

Length of Stay	Fee	VAT	Total Fee
<1 hour	£0.33	£0.07	£0.40
<2 hours	£1.83	£0.37	£2.20
<3 hours	£3.75	£0.75	£4.50
>3 hours	£8.75	£1.75	£10.50

* Charges apply between 10:00 and 16:00 including bank holidays

* Summer gates open 09:00 until 20:00

* Winter gates open 08:30 until 18:00

Nowton Park

Monday – Sunday

Length of Stay	Fee	VAT	Total Fee
<2 hours	£0.83	£0.17	£1
>2 hours	£1.67	£0.33	£2
Annual Permit			
12 months	£12.50	£2.50	£15

* Charges apply during opening hours

* Annual permit includes West Stow Country Park

West Stow Country Park

Monday – Sunday

Length of Stay	Fee	VAT	Total Fee
<2 hours	£0.83	£0.17	£1
>2 hours	£1.67	£0.33	£2
Annual Permit			
12 months	£12.50	£2.50	£15

* Charges apply during opening hours

* Annual permit includes Nowton Park

6. Camping

Camping pitch fees are only available at Nowton Park and there are different rates throughout the year.

Seasons

	Start	Finish
Low Season	3 rd January	29 th March
Mid Season	30 th March	5 th July
High Season	6 th July	1 st September
Mid Season	2 nd September	4 th November
Low Season	5 th November	22 nd December
High Season	23 rd December	2 nd January
High Season	All Bank Holidays	

Pitch Fees

Vehicle	Low Season			Mid Season			High Season		
	Fee	VAT	Total	Fee	VAT	Total	Fee	VAT	Total
Tourers / Motorhomes	£8.33	£1.67	£10	£9.17	£1.83	£11.00	£10.00	£2.00	£12.00
Tents (per tent)	£4.17	£0.83	£5.00	£1.17	£1.17	£7.00	£6.67	£1.33	£8.00
Electricity Hook-up (per pitch per night)	£1.67	£0.33	£2.00	£1.67	£0.33	£2.00	£1.67	£0.33	£2.00

7. Permits

Fishing Permits

- Permits last 12 months from the date of purchase
- Lakes it applies to are:
 - Hardwick Heath Pond
 - Newt Pond Castle Playing Fields

Type	Fee	VAT	Total
Adult	£10.83	£2.17	£13.00
Junior (Under 16)	£5.42	£1.08	£6.50

Metal Detecting

- Permits last 12 months from the date of purchase
- Sites it applies to are:
 - East Town Park
 - Hardwick Heath
 - Nowton Park

Type	Fee	VAT	Total
Online	£23.33	£4.67	£28
Via cheque	£28	£5.60	£33.60

Footballer Car Parking

Limited to the football season this permit allows one car to park at the applicable sites for the maximum amount of time for twelve visits.

The sites a footballer parking permit applies to are:

- Hardwick Heath
- Nowton Park

August - May			
Length of Stay	Fee	VAT	Total Fee
12 Visits	£41.67	£8.33	£50

Car Park Annual Permits

Park	Permit	Fee	VAT	Total Fee
Brandon Country Park	Annual	£25	£5	£30
Nowton Park & West Stow Country Park	Annual	£12.50	£2.50	£15

* Please be aware one permit covers both Nowton Park and West Stow Country Park

8. Games and Equipment

Abbey Gardens

Game	Rate	Fee	VAT	Total Fee
Bowls	Per person per game	£2.50	£0.50	£3
Bowls	Equipment hire	£1.67	£0.33	£2
Bowls	Equipment deposit	£5	£0	£5**
Putting	Per player per round	£2.08	£0.42	£2.50
Crazy Golf	Per player per round	£2.08	£0.42	£2.50
Putting/Crazy Golf	Equipment hire	£0	£0	£0
Putting/Crazy Golf	Equipment deposit	£1	£0	£1**
Tennis	Per court, per hour	£2.08	£0.42	£2.50
Tennis	Racket Hire	£1.67	£0.33	£2
Tennis	Racket Hire deposit	£5	£0	£5**
Tennis	Ball Hire	£1.67	£0.33	£2
Tennis	Ball Hire deposit	£5	£0	£5**

*Please note all equipment hire is only available from the rangers hut adjacent to the putting green.

**These deposit costs will be returned upon the return of the equipment.

Nowton Park

Game	Rate	Fee	VAT	Total Fee
Petanque	Per game	£0.83	£0.17	£1
Petanque	Boule Hire	£1.67	£0.33	£2
Petanque	Boule Hire Deposit	£10	£0	£10**

*Please note all equipment hire is only available from inside the café.

**These deposit costs will be returned upon the return of the equipment.

9. Room & Garden Hire

Abbey Gardens

Outdoor Spaces	Fee
Bandstand	£0
Water Garden (1hr exclusive access for Photography)	£65
Water Garden (2hr exclusive access for Photography)	£115

Brandon Country Park

Indoor Spaces	Full day 4hrs+	Half day <4hrs
The Pump House	£100	£60
The Bothy	£100	£60
The Engine House (The Pump House & The Bothy)	£150	£90
Charity / Local Community discounted rate	£10 per hour (minimum 2 hours)	
Outdoor Spaces	Full day 4hrs+	Half day <4hrs
The Walled Garden	£500	£300

East Town Park

Indoor Spaces	Fee
Countryside Centre	£10 per hour
Countryside Centre - Tea urn and Crockery	£10 per day

Hardwick Heath

Changing Rooms* (Football dependant)	Fee
Hire per hour	£5
Cleaning (required per booking)	Quoted from contractor

Haverhill Recreation Ground

Outdoor Spaces	Fee
Bandstand	£0

Nowton Park

Changing Rooms* (Football dependant)	Fee	VAT	Total Fee
Hire per hour	£5	£1	£6

*Please note that an additional cleaning charged will apply upon hiring changing rooms. See **9. Utilities, Cleaning & Toilets, Page 12**

10. Utilities

Availability

The below charges are only available at the displayed sites. Access can be granted and will be monitored to ensure health and safety regulations are met.

Water

Fee (per day)	VAT	Total Fee
£5	£1	£6
Available at		
Abbey Gardens	George Lambton Playing Fields	
Brandon Country Park	Nowton Park	
East Town Park	West Stow Country Park	

Electricity

Fee (per day)	VAT	Total Fee
£10	£2	£12
Available at		
Abbey Gardens	Nowton Park	
Brandon Country Park	West Stow Country Park	
East Town Park		

Fencing

Fee (per 100m)	VAT	Total Fee
£10	£2	£12
Pin Fee (per 10)		
£3.50	£0.70	£4.20
Available at		
Abbey Gardens	Nowton Park	
Brandon Country Park	West Stow Country Park	
East Town Park		

Waste Management

Type	Quantity	Fee	Vat	Total Fee
240l Bin Delivery	<10	£30	£6	£36
240l Bin Delivery	>11	£25	£5	£30
240l Bin Emptying	Per Unit	£5.35	£1.07	£6.42
1100l Bin Delivery	<8	£30	£6	£36
1100l Bin Delivery	8<>16	£60	£12	£72
1100l Bin Emptying	Per unit	£15.85	£3.17	£19.02
14yd Skip Delivery	Per unit	£75	£15	£90
18yd Skip Delivery	Per unit	£75	£15	£90
Skip Emptying	Per tonne	£112	£22.40	£134.40

Cleaning & Toilet Attendant Costs (Provided by Verse Facilities Management)

Job Title	Day	Per Hour	Vat	Total Fee
Caretaker	Monday - Friday	£19.82	£3.96	£23.78
Caretaker	Saturday	£22.62	£4.52	£27.14
Caretaker	Sunday	£27.13	£5.43	£32.56
Custodian/Post/Helpdesk	Monday - Friday	£15.55	£3.11	£18.66
Custodian/Post/Helpdesk	Saturday	£17.72	£3.54	£21.26
Custodian/Post/Helpdesk	Sunday	£21.27	£4.25	£25.52
Supervisor/Team Leader	Monday - Friday	£15.30	£3.06	£18.36
Supervisor/Team Leader	Saturday	£15.82	£3.16	£18.98
Supervisor/Team Leader	Sunday	£19.10	£3.82	£22.92
Cleaner/Toilet Attendant	Monday - Friday	£12.75	£2.55	£15.30
Cleaner/Toilet Attendant	Saturday	£14.20	£2.84	£17.04
Cleaner/Toilet Attendant	Sunday	£17.03	£3.41	£20.44

11. Miscellaneous

Below is a range of miscellaneous charges, some of which have been covered on previous pages but also apply to general hires where applicable.

Ranger Staff Time

Rate	Fee	VAT	Total Fee
Hourly	£21	£4.20	£25.20

Non Operational Days

Rate	Fee
Daily	£27

Exclusive hire for Photography

Abbey Gardens	Fee
Water Garden (1hr exclusive access for Photography)	£65
Water Garden (2hr exclusive access for Photography)	£115