

# **Parks and open spaces fees and charges with effect from 1 April 2023**

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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 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 council's base budget.

## 2. Event hire

### Hire charge duration

Unless stated otherwise, all charges are a daily rate.

#### 2.1 Non-commercial events

Any event hosted by a non-commercial organisation will be charged a per the table below based on the expected number of attendees notified to us during the application process. Should an event have significantly more attendees than planned a larger fee will be charged to reflect this where the same event is booked again at a later date.

Non-commercial category	Expected attendance	Fee
X small	less than 100	£126
Small	101 to 300	£168
Medium	301 to 500	£330.75
Large	501 to 1000	£493.50
X large	1,001 to 2,500	£603.75
XX large	2,501 to 5,000	£824.25
XXX large	5,001 and over	£1323

#### 2.2 Runs or cycle rides

If a run or cycle ride requires the use of the park for only start or finish purposes and therefore the route is not through any of the park's other areas than reduced rates can be applied.

**Please note:** it is the hirer's responsibility to inform the relevant highways department for any road closures required for the event.

If the route takes place around the park itself, then the rates below will apply:

Runs or cycle rides category	Expected attendance	Fee
X small	less than 100	£126
Small	101 to 500	£168
Medium	501 to 1000	£304.50

Large	1001 and over	£467.25
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## 2.3 Commercial events

All commercial event hire charges are based on 10% of the expected ticket income of the event. This is calculated from the average ticket price of the forthcoming coming and its expected or historical attendance. Example calculations are below.

Commercial event	Attendance	Average ticket price	Expected sales	10% fee
Music Concert	5000	£25	£125,000	£12,500
Outdoor Cinema	1500	£12	£18,000	£1,800
Beer Festival	850	£9	£7650	£765

## 2.4 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.

## 2.5 Cancellation fee

To confirm the event, the hire fee must be paid at least 10 weeks in advance. This hire fee is non-refundable. Should an event be cancelled prior to the 10 week confirmation a £25 fee will be charged.

# 3. Circuses and funfairs

## 3.1 Conditions

- A non-returnable booking deposit per visit is applicable.
- Equivalent to one day's 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 for circuses where no animals are used as any part of any act.
- The sites available for circuses are:
  - George Lambton Playing Fields, Newmarket
  - Recreation Ground, Haverhill
  - other sites may be available by negotiation.

## 3.2 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
Non-operational day	£36.75

## 3.3 Circuses operating day charges

Size	Details	Fee
Large	less than 25m big top	£510
Small	greater than or equal to 25m big top	£282

## 3.4 Funfair operating day charges

Location	Town	Fee
Oakes Road	Bury St Edmunds	£340
Recreation Ground	Haverhill	£340
George Lambton Playing Fields	Newmarket	£340

## 4. Fitness providers

### 4.1 Personal training with less than five people in attendance

#### Contractual conditions

- A six-month contract will be agreed after a trial month (free of charge) has been completed to gauge demand.
- Hire charge dependant on park use.

All contracts are non-exclusive use of the park or open space

Number of sessions a week	Fee for 1-5 attendees
1	£5
2	£10.50
3	£15.50
4	£21
5	£26
6	£31.50
7 or more	£36.50

## 4.2 Group sessions of more than five attendees

### Contractual conditions

- A six-month contract will be agreed after a trial month (free of charge) has been completed to gauge demand.
- Hire charge dependant on demand and group size, referenced in table matrix below.

All contracts are non-exclusive use of the park or open space.

<b>6-10 attendees</b>	<b>Fee</b>
1 session per week	£7
2 sessions per week	£13.50
3 sessions per week	£21
4 sessions per week	£28
5 sessions per week	£34.50
6 sessions per week	£42
7 sessions per week	£48
<b>11-15 attendees</b>	<b>Fee</b>
1 session per week	£11.50
2 sessions per week	£23
3 sessions per week	£33.50
4 sessions per week	£45
5 sessions per week	£56.50
6 sessions per week	£68
7 sessions per week	£79.50
<b>16-20 attendees</b>	<b>Fee</b>
1 session per week	£15.50
2 sessions per week	£31.50
3 sessions per week	£47
4 sessions per week	£63
5 sessions per week	£78.50
6 sessions per week	£94.50
7 sessions per week	£110
<b>21-35 attendees</b>	<b>Fee</b>
1 session per week	£19.50
2 sessions per week	£39.50
3 sessions per week	£59.50
4 sessions per week	£79.50
5 sessions per week	£99.50

6 sessions per week	£120.50
7 sessions per week	£140.50
<b>26-30 attendees</b>	<b>Fee</b>
1 session per week	£24
2 sessions per week	£48
3 sessions per week	£73.50
4 sessions per week	£97.50
5 sessions per week	£121.50
6 sessions per week	£145.50
7 sessions per week	£171
<b>30 or more attendees</b>	<b>Fee</b>
1 session per week	£26
2 sessions per week	£52.50
3 sessions per week	£78.50
4 sessions per week	£105
5 sessions per week	£131
6 sessions per week	£156.50
7 sessions per week	£182.50

## 5. Car park charges

### Car park suspension

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

The sites car park suspension is available are:

- Brandon Country Park
- Nowton Park
- West Stow Country Park

<b>Time of year</b>	<b>Fee (Ex VAT)</b>
April to October	£300
November to March	£200

## Brandon Country Park

<b>Monday – Sunday (8am to 8pm)</b>	
<b>Length of stay</b>	<b>Fee (Inc VAT)</b>
Under 2 hours	£2.00
Over 2 hours	£3.00
<b>Annual permit</b>	
12 months	£30

## Hardwick Heath

<b>Monday – Sunday (10am to 4pm)</b>	
<b>Length of stay</b>	<b>Fee (Inc VAT)</b>
Under 2 hours	£2
Under 3 hours	£5
Over 3 hours	£11

Summer gates open 09:00 until 20:00 and winter gates open 8.30am until 6pm.

## Nowton Park

<b>Monday – Sunday (Winter, 9am to 5pm, Summer, 7am to 8pm)</b>	
<b>Length of stay</b>	<b>Fee (Inc VAT)</b>
Under 2 hours	£2
Over 2 hours	£3
<b>Annual permit</b>	
12 months	£30

## West Stow Country Park

<b>Monday – Sunday (Winter, 9am to 5pm, Summer, 7am to 8pm)</b>	
<b>Length of stay</b>	<b>Fee (Inc VAT)</b>
Under 2 hours	£2
Over 2 hours	£3
<b>Annual permit</b>	
12 months	£30

## 6. Camping and Caravan Rally Events

Camping pitches are only available at Nowton Park.

Where a caravan club wishes to hold a rally a total hire fee will be calculated for the club. This will be based on the below figures. Please note VAT is not applicable as it is an event hire charge, as opposed to an individual pitch fee.

<b>Individual Pitches</b>	<b>Fee (Ex VAT)</b>
Per vehicle charge	£16.80
Electricity hook-up (per event day)	£12.60
Water access (per event day)	£6.30

<b>Rally Events</b>	<b>Fee</b>
Per vehicle charge	£16.80
Electricity hook-up (per event day)	£12.60
Water access (per event day)	£6.30

## 7. Permits

### Fishing permits

- Permits last twelve months from the date of purchase
- Lakes it applies to are:
  - Hardwick Heath Pond

<b>Type</b>	<b>Fee</b>	<b>VAT</b>	<b>Fee (Inc VAT)</b>
Adult	£13.13	£2.63	£15.75
Junior (Under 16)	£6.56	£1.31	£7.87

### Metal detecting

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

<b>Type</b>	<b>Fee</b>	<b>VAT</b>	<b>Total</b>
Online	£24.50	£4.90	£29.40
Cheque	£29.40	£5.88	£35.28



## Footballer car parking

Limited to the football season, this permit allows one car to park at the applicable sites during matches and training sessions. The permit will be valid on Saturdays and Sundays during the regular football season.

The sites a footballer parking permit applies to are:

- Hardwick Heath
- Nowton Park

Valid From	Valid To	Fee (Inc VAT)
August Bank Holiday	Early May Bank Holiday	£5

## Car park annual permits

Park	Permit	Total fee (Inc VAT)
Brandon Country Park (BCP)	Annual	£30
Nowton Park (NP)	Annual	£30
West Stow Country Park (WSCP)	Annual	£30
All parks (BCP, NP, WSCP)	Annual	£45

Games and equipment

## Abbey Gardens

### Tennis

Rate	Total fee (Inc VAT)
Per court per hour	£5.25

#### Please note:

- Courts bookable via <https://clubspark.lta.org.uk/AbbeyGardens>

## 8. Room and garden hire

### Abbey Gardens

Outdoor spaces	Fee
Bandstand	£0
Water Garden (1 hour exclusive access for photography)	£68
Water Garden (2 hour exclusive access for photography)	£120

## Brandon Country Park

Indoor spaces	Full day 4 hours and over	Half day under 4 hours
The Pump House	£105	£63
The Bothy	£105	£63
The Engine House (The Pump House and The Bothy)	£157.50	£94.50
Charity or local community discounted rate	£10.50 an hour (minimum 2 hours)	
Outdoor spaces	Full day 4 hours and over	Half day under 4 hours
The Walled Garden	£500	£300

## East Town Park

Indoor spaces	Fee
Countryside Centre	£11 an hour
Countryside Centre – Tea urn and crockery	£11 a day

## Haverhill Recreation Ground

Outdoor spaces	Fee
Bandstand	£0

## Nowton Park

Outdoor spaces	Full Day	Fee
Bushcraft Area	7 hours	£50
Green Woodworking Area	5 hours	£40
Hourly Rate	Minimum 2 hours	£10 an hour

## 9. Utilities

### Availability

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

### Water

Available at	Total fee (Ex VAT)
Abbey Gardens Brandon Country Park East Town Park George Lambton Playing Fields	£7.50

Nowton Park West Stow Country Park	
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## Electricity

Available at	Total fee (Ex VAT)
Abbey Gardens Brandon Country Park East Town Park Nowton Park West Stow Country Park	£20

## Fencing

Available at	Fee (per 100m, ex VAT)
Abbey Gardens Brandon Country Park East Town Park Nowton Park West Stow Country Park	£10.50
	Pin fee (per 10, ex VAT)
	£3.67

## Waste management

Bin and skip delivery and collection available. Please contact [paul.walker@westsuffolk.gov.uk](mailto:paul.walker@westsuffolk.gov.uk) to obtain a quote.

## Cleaning and toilet attendant costs (provided by Verse Facilities Management)

A quotation will be obtained on request for any additional cleaning or extended opening hours.

## 10. 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 (Ex VAT)
Hourly	£26.25

### Non-operational days

Rate	Fee
Daily	£36.50

### Exclusive hire for photography

Abbey Gardens	Fee
Water Garden (1hr exclusive access for photography)	£68
Water Garden (2hr exclusive access for photography)	£120.50