



# City Gardens

## Application form for hiring space or running events in City Gardens

For events with up to 500 participants

Please refer to the City Gardens events policy when completing this form

<b>Organisation</b> (Charity No. if applicable)	
<b>Contact Name</b>	
<b>Contact No.</b>	
<b>Email Address</b>	
<b>Address</b>	
<b>Event Category</b> (Please see section 16. in the event's policy)	
<b>Preferred Dates</b>	
<b>Park/Garden Name</b>	
<b>Event Start and End Time</b> (including set-up and de-rig time)	
<b>Number of Participants</b>	
<b>Number of Crew</b> (if applicable)	
<b>Will you be providing food?</b>	
<b>Will you be selling food?</b>	
<b>Will you be providing drinks?</b>	
<b>Will you be selling drinks?</b>	
<b>Will you be serving alcohol?</b>	
<b>Event Details</b> (Please provide as much information as possible)	

City Gardens Event Application Form 2021

<b>Wedding/Other Photography</b>	<b>Amount</b>	<b>Tick</b>	<b>Total Amount</b>
<b>Up to 2 hours</b> (between hours of 8am – 6pm)	£185	<input type="checkbox"/>	
<b>Private Hire, Wedding and Civil Ceremony Celebrations</b>			
<b>1st hour</b> (between hours of 8am – 6pm)	£335	<input type="checkbox"/>	
<b>Subsequent hours</b>	£160	<input type="checkbox"/>	
<b>½ day</b> (8am – 1pm) (1pm – 6pm)	£950	<input type="checkbox"/>	
<b>Full day</b> (8am – 6pm)	£1715	<input type="checkbox"/>	
<b>Each additional full day</b> (if the same event) <b>Number of additional days:</b>	£860	<input type="checkbox"/>	
<b>Set-up/de-rig time per hour</b> (outside of the event hire time)	£160	<input type="checkbox"/>	
<b>Time required for set-up:</b>		<input type="checkbox"/>	
<b>Time required for de-rig:</b>		<input type="checkbox"/>	
<b>Damage deposit</b> (please see section 17.3 in the event's policy)	£500 or 25% (of total hire fee)	<input type="checkbox"/>	
<b>Total basic hire fee</b> (total of above)			
<b>Commercial/Corporate</b>	<b>Amount</b>	<b>Tick</b>	<b>Total Amount</b>
<b>Application fee</b>	£185	<input type="checkbox"/>	
<b>1st hour</b> (between hours of 8am – 6pm)	£160	<input type="checkbox"/>	
<b>½ day</b> (8am – 1pm) (1pm – 6pm)	£770	<input type="checkbox"/>	
<b>Full day</b> (8am – 6pm)	£1535	<input type="checkbox"/>	
<b>Ticketed events fee</b> (additional to the basic hire fee)	15% (of receipts)	<input type="checkbox"/>	
<b>Each additional full day</b> (if the same event) <b>Number of additional days:</b>	£860	<input type="checkbox"/>	
<b>Set-up/de-rig time per hour</b> (outside of the event hire time)	£160	<input type="checkbox"/>	
<b>Time required for set-up:</b>		<input type="checkbox"/>	
<b>Time required for de-rig:</b>		<input type="checkbox"/>	
<b>Booking Deposit</b> (please see section 17.2 in the event's policy)	£500 or 25% (of total hire fee)	<input type="checkbox"/>	
<b>Damage Deposit</b> (please see section 17.3 in the event's policy)	£500 or 25% (of total hire fee)	<input type="checkbox"/>	
<b>Total basic hire fee</b> (total of above)			
<b>Non-profit/Charity/Community</b>	<b>Amount</b>	<b>Tick</b>	<b>Total Amount</b>
<b>1st hour</b> (between hours of 8am – 6pm)	£185	<input type="checkbox"/>	
<b>Subsequent hours</b>	£120	<input type="checkbox"/>	
<b>½ day</b> (8am – 1pm) (1pm – 6pm)	£585	<input type="checkbox"/>	
<b>Full day</b> (8am – 6pm)	£1215	<input type="checkbox"/>	
<b>Each additional full day</b> (if the same event) <b>Number of additional days:</b>	£610	<input type="checkbox"/>	
<b>Ticketed events fee</b> (additional to the basic hire fee)	15% (of receipts)	<input type="checkbox"/>	
<b>Set-up/de-rig time per hour</b> (outside of the event hire time)	£120	<input type="checkbox"/>	
<b>Time required for set-up:</b>		<input type="checkbox"/>	
<b>Time required for de-rig:</b>		<input type="checkbox"/>	
<b>Damage Deposit</b> (please see section 17.3 in the event's policy)	£500 or 25% (of total hire fee)	<input type="checkbox"/>	
<b>Total basic hire fee</b> (total of above)			

## **Additional Information**

### **Fees**

All fees quoted are exclusive of VAT.

Fees quoted apply for events taking place between April 2021 to March 2022.

Fees for events taking place after April 2022 will be confirmed at a later date.

### **Booking Deposit**

Commercial/Corporate events will require payment of a booking deposit to secure the date and time of an event, once approved. This amount is deducted from the final payment due.

### **Public Liability Insurance**

We expect all event organisers to be covered by Public Liability Insurance with cover of a least £5 million per incident. Organisers of private/family celebrations may find that this is included as part of their household policy or other insurance packages. Evidence of Public Liability Insurance will need to be submitted prior an event being licenced. It is advisable to await notification of approval of your event prior to purchasing event specific Public Liability Insurance.

### **Litter and Waste management**

The fees do not include litter and waste management. This will be separately assessed if using the City Corporation's services. Event organisers will be asked to provide evidence of any private service hired. Event organisers are required to leave the garden in the same condition as found.

### **City Gardens Staff Costs**

Events requiring the services of the City Gardens team may include: unlocking of gates, supervision by staff onsite outside normal working hours or providing general event support. The gardener charge-out cost is £36 per hour for normal working hours, £55 for outside of normal working hours and £72 per hour for working on a Sunday. This charge is made over and above the standard garden hire fee. Some events may require the attendance of more senior City of London Corporation officers. Additional charges will apply.

### **City Gardens direct costs**

City Gardens team will charge for any direct costs incurred as a result of the event, in addition to the fees described above. Such costs typically include: additional litter collections, temporary removal of City Gardens furniture and repairing damage to soft or hard landscapes. A list of potential costs will be discussed and agreed upon when booking your event.

## Terms and conditions

By completing and submitting this form you are confirming that you have read the City Gardens Event Policy, that you understand the terms and conditions for events held on our sites and will submit health and safety risk assessments and method statements in advance of the event.

Our full terms can be found at [www.cityoflondon.gov.uk/citygardensspacehire](http://www.cityoflondon.gov.uk/citygardensspacehire)

You are acknowledging that these fees do not include the clearing of litter and waste management. All event organisers are expected to leave the hire spaces in the same condition they found them.

For corporate and commercial applications, you understand that you have to submit a deposit to secure the date and time of your event. The hire and damage fees for each event are due 10 working days before your event or with the application if your event is sooner than that.

The City of London Corporation (CoL) is a data controller responsible for compliance with the relevant Data Protection requirements for processing personal data. The personal data you have provided on this form will only be used for processing this application. Detailed privacy information, including information about your rights, is available on the City of London Website: [www.cityoflondon.gov.uk/privacy](http://www.cityoflondon.gov.uk/privacy)

**Please tick here to confirm you understand the terms of this agreement stated above and in our Event Policy.**

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

City Gardens team, PO Box 270, Guildhall, London EC2P 2EJ

Tel: 020 7374 4127

Email: [parks.gardens@cityoflondon.gov.uk](mailto:parks.gardens@cityoflondon.gov.uk)

Website: [www.cityoflondon.gov.uk/citygardens](http://www.cityoflondon.gov.uk/citygardens)