

Fees and Charges

Charges for the financial year 2024/2025 (1 April 2024 to 31 March 2025)

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay.

Outdoor Events

Minimum event hire charge is £65.00. Events are charged based on the size, number of people attending, number of event days and planned activities. Community events will receive a 50% reduction from the commercial event charges and those events that are 100% fundraising will receive a 60% reduction. The chart below shows typical charges.

Car boot sale with parking for 500 cars	1500 people	£1,306
Fun run/walk with no onsite parking	300 people	£237
Sports tournament (with pitch hire)	3000 people	£1,545
Dog show with parking	500 people	£1,150
Community/Church fun day	100 people	£154
Use of Parks toilets/changing rooms		£75.20

Set up and dismantle days are charged at half the event hire charge per day. Events requiring the use of sports pitches will have to pay for this facility in addition to the event charges. See below for further information.

Fairs and Circuses

Set up/dismantle days	£349.00 per day
Operational days (5% discount if onsite longer than 6 days)	£695.00 per day
Hire of Shalford Common including set up/dismantle	£263.00 per day

Camping & Caravanning (Club use)

Shalford Park - £12.20 + VAT per unit per night

Outdoor Theatre

Commercial £108.00 per day, Community/Charity £86.00 per day. Set up, dismantle and rehearsal days will not be charged for. Rained-off days will not be charged if notification is made in writing within 3 working days of the last performance.

Band Concerts

Guildford Borough Council pays a fee of £150.00 to the first ten bands that successfully apply for a concert date and perform at the Castle Grounds Bandstand.

Balloon Launches

Minimum hire charge is £202.00. You can request to be charged pro rata for the months you use.

Annual hire charge for Shalford Park (maximum of 25 launches)	£729.00
One off launch by special arrangement	£202.00
Penalty for launching without prior permission (per launch)	£314.00

Forest Schools

£2.30 per child per visit

Foraging Sessions

£40.40 per group visit (up to 15 people per group)

Fitness Sessions and Regular School PE Sessions

Minimum hire charge is £65.00. Charges are per park, per year. A twelve-month licence starts on 1 April and ends on 31 March. You can request to be charged pro rata for the months you use. There is a minimum £65 charge. If you are running more than one session with varying numbers of people per session, the charge will be based on the greatest number of people e.g. if one session has 12 people and another has 25 people you will be charged the higher rate.

Frequency	Number of people per session	Annual charge per park	Average cost per week
1-7 times a week	1-2-1 tuition	£207.00	£3.98
8-14 times a week	1-2-1 tuition	£415.00	£7.98
15-21 times a week	1-2-1 tuition	£624.00	£12.00
21+ times a week	1-2-1 tuition	£831.00	£15.98
Once a week	Up to 15	£196.00	£3.76
2-4 times a week	Up to 15	£397.00	£7.63
5-7 times a week	Up to 15	£638.00	£12.26
Once a week	16-35	£466.00	£8.96
2-4 times a week	16-35	£800.00	£15.38
5-7 times a week	16-35	£1,312.00	£25.23

To protect the parks, training is not to take place on or within 3 meters of marked sports pitches or areas that may be temporarily fenced off in preparation for an event. To protect the parks infrastructure (fencing, goal posts, benches etc), are not to be used for your fitness sessions. You may be charged reinstatement fees if damaged is caused by you training on the sports pitches. The playing of music is not permitted without prior permission.

Filming & Photographic Events

Minimum charge is £65.00. Filming students may be awarded a discount. For more information about filming in Guildford and prices, see www.guildford.gov.uk/filminginguildford

Sport Pitch Hire

If you require the use of sports pitches for your event or if your event prevents others from using the sports pitches, you may be charged a fee. Typical prices are:

Football and Rugby	£ 95.00
Cricket	£135.00

Security Deposit

A security deposit may be payable before your event to cover against potential damage to the park. This will be detailed in your booking acknowledgement. We will inspect the site with you before you set up your event and again when you depart so that together we can see the condition of the site. Charges for reinstatement and damage will be at cost. Security deposits are payable no later than two weeks before events and are returned immediately following events, less the cost for any necessary repairs.

Reinstatement Fees

We may ask you to pay a reinstatement fee if your event causes damage to the park. Charges for reinstatement will be at cost. If reinstatement fees are payable then event organisers will be invoiced shortly after their event.

Access Keys

If your application is successful, we may issue you with an access key to the park and/or toilet facilities. No copies of this key should be made without consent of the Parks and Leisure Services. The loss of a key will result in a £30.00 charge for replacement.

Cancellation Charges

Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge or the minimum event fee of £65 whichever is the greater. Cancellations must be in writing, or the full hire charge will be payable. If the event is cancelled due to COVID-19 and any associated local or UK lockdown, a cancellation fee will not be payable.

Park Ranger Services

If the preparation and vacation of an event requires a Park Ranger outside the hours of 08.30 and 18:00 a cost of £130 per hour will be incurred.

Price Increases and Making Payment

Each year we expect hire charges to increase. Prices are set from the 1 April each year. Once your application has been received, we will acknowledge your event and confirm the fees. An invoice will be sent to you once your event has been confirmed. You can pay your invoice [online](#), by direct debit, by telephone 03300 889584, or at HSBC Bank. Please contact Financial Services if you would like to arrange to pay in regular instalments 01483 444851 or finacc@guildford.gov.uk

Terms & Conditions

For all events and activities, see the separate Terms and Conditions sheet.