

## Facilities Committee 16th March 2021 – Draft Review of Hiring Fees for the Public Hall 2021/22

The aim of this review is to make recommendations to the Committee regarding the simplification of hiring fees for the Public Hall. It is important to stress that in the proposal charges will be held for 2021/22. The following changes are proposed:

- Amend the information on the booking form *“To secure a booking of the main hall a 50% deposit (minimum £50.00), or payment of the full invoice if less than £100.00, is required.”*
- A new ‘exclusive use’ charge for the whole building.
- To develop further hire ‘packages’, for example, conferences, weddings, and exhibitions.
- Charges for new pieces of equipment and facilities:
  - £25.00/£18.00\* charge for use of semi-commercial kitchen
  - £14.40 charge for Smart TV in Council Chamber
  - £1.20 charge per box of 12 wine glasses
  - £1.20 charge per head for tea & coffee (per serve)
  - £10.00 charge for removal of waste over and above one bag of general waste and one bag of dry mixed recyclables
- Revised fees for existing equipment:
  - Small screen and projector £12.00 (£26.40)
  - Large screen and projector in main hall £14.40 (£28.80)
  - No fee for use of flipchart without pens and paper (flipchart ‘packs’ £TBC).
- Alter the session times to 4.5 hours per session i.e. 8.30am to 1pm, 1pm to 5.30pm and 5.30pm to 10pm. An all-day session will run from 8.30am to 10pm and a new all-day hire fee is proposed for each of the meeting rooms.
- Charge any additional hours at 50% of the session rate, for example, hire of the Wheal Phoenix Room plus one hour is £19.00 + £9.50 = £28.50. This is because in most cases it means that the space cannot be booked for a follow-on session.
- Remove the discount for bookings of 5-days or more as this discount did not seem to make sense given that most costs remain the same e.g. heating, cleaning, etc. Also propose removing the Sunday rate as our costs do not increase on a Sunday and it may help spread bookings across the 7-days therefore taking pressure off busy weekday periods.

- To reserve a room prior to an event is equivalent to a session cost e.g. £36.00 for a community organisation to book the hall the night before an event to set up.
- The discount is currently applied at the discretion of the Facilities Administrator and/or Manager and it would be helpful to have a set of clear guidelines. The proposal is that to be eligible for a discount a hirer must be:
  - A community group run entirely by volunteers or an individual (for the purposes of a party or celebration) residing within the PL14 postcode area (or parish of Liskeard if PL14 area is too broad).
  - A not-for-profit organisation that must be either a charitable trust OR a charitable incorporated organisation (CIO). This includes community interest companies (CICs), or companies limited by guarantee, if not for profit and all surplus income is invested back into the organisation.
  - Education/evening classes via Cornwall Adult Education

The discount rate is currently 65% for an all-day booking of the main hall. The main hall sessions have discount rates of 55%, 56% and 57% applied. The discounted rate for meeting rooms is 42%. The proposal for 2021/22 is to simplify the discount rate to 55% for all sessions in the main hall and to retain the 65% discount for all-day hire but to look to change the discount rate for both to either 55% or 30% (see table below) in 2022/23. The proposal for individual meeting rooms is to reduce the discount rate to 30% in 2022/23. Local Town Council's with similar facilities offer discounted rates of between 15% and 50%.

Summary of current and proposed charges (note – Committee may wish to consider an annual price increase in-line with inflation for 2022/23):

Room	2020/21 per session			2021/22 per session			2022/23 per session			Notes
	Standard	Discount	Discount Rate	Standard	Discount	Discount Rate	Standard	Discount	Discount Rate	
Main hall – all day	£243.00	£85.00	65%	£243.00	£85.00	65%	£243.00	£170.00	30%	Alternative option to give 55% discount in 2022/23 = £109.00.
Main hall- Per session	£75.00 am £85.00 pm £101.00 eve	£33.00 am £38.00 pm £43.00 eve	56% 55% 57%	£81.00	£36.00	55%	£81.00	£58.00	30%	Alternative option to give 55% discount in 2022/23 = £36.00.
Wheal Phoenix – all day	N/A	N/A	N/A	£51.00	£30.00	42%	£51.00	£36.00	30%	New fee for 2021/22.
Wheal Phoenix –	£19.00	£11.00	42%	£19.00	£11.00	42%	£19.00	£13.00	30%	

Per session										
Quimperle room – all day	N/A	N/A	N/A	£49.00	£28.00	42%	£49.00	£34.00	30%	New fee for 2021/22.
Quimperle room - per session	£18.00	£10.50	42%	£18.00	£10.50	42%	£18.00	£13.00	30%	
New Liskeard Room – all day	Same as Quimperle									
New Liskeard Room – per session	Same as Quimperle									
Emily Hobhouse Room – all day	N/A	N/A	N/A	£51.30	£29.75	42%	£51.00	£36.00	30%	New fee for 2021/22.
Emily Hobhouse Room – per session	Same as Wheal Phoenix									
Council Chamber – all day	N/A	N/A	N/A	£49.00	£28.00	42%	£49.00	£34.00	30%	New fee for 2021/22
Council Chamber – per session	£18.00	£11.00	42%	£18.00	£10.50	42%	£18.00	£13.00	30%	
Mayor’s Parlour – all day	N/A	N/A	N/A	£49.00	£28.00	42%	£49.00	£34.00	30%	
Mayor’s Parlour – per session	£18.00	£11.00	42%	£18.00	£10.50	42%	£18.00	£13.00	30%	

Semi-commercial kitchen	N/A	N/A	N/A	£25.00	£18.00	30%	£25.00	£18.00	30%	New fee for 2021/22
Exclusive use	N/A	N/A	N/A	£396.00	£277.00	30%	£396.00	£277.00	30%	New fee for 2021/22

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