

**Decision under Delegated Powers**  
**Charnwood Borough Council**  
**Town Hall and Museum Fees and Charges 2024**

**Officer Requesting Decision**

Kevin Stanley – Leisure Contract and Business Manager

**Officer Making the Decision**

Matthew Bradford - Head of Contracts: Leisure, Waste and Environment

**Recommendation**

To approve the Town Hall and Museum Fees and Charges for implementation from April 1<sup>st</sup>, 2024

**Reason and background**

It is customary for the Head of Contracts, Leisure, Waste and Environment to review the fees and charges within their service area.

The Town Hall and Museum review takes place in quarter 4 of the preceding financial year by Delegated Decision based on the latest CPI figure, and revised charges are implemented from the 1<sup>st</sup> April each year.

There was no review of charges in 2022-2023 due to the impact of the fire at the Town Hall, for this review the range of charges has been rationalised and the January CPI figures for 2023 and 2024 have been considered.

The Town Hall fees are presented as a new starting point for approval.

The charges at the Museum have not been increased due to the limited interest in hires in 2023-24, any increase is considered to reduce demand only further for the limited hire space available.

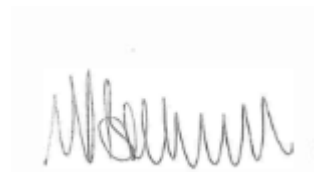
A full list of charges and explanatory notes are available below.

**Authority for Decision**

Item 1 of the delegations to Heads of Service in section 8.2 of the Constitution gives authority to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Council's Income and Charging Policy Framework

**Decision and Date**

Approved 05/03/24



Matthew Bradford  
Head of Contracts (Leisure, Waste and Environment)

**Financial Implications**

The rates have all been carefully reviewed to ensure that they remain competitive for the users and allow venues to generate the required income levels to support the financial targets.

**Risk Management**

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to meet budgetary targets	Unlikely	Moderate	Fees & charges discussed and agreed with Managers
Failure to meet budgetary targets	Unlikely	Moderate	Fees & charges have been set to meet income projections in line with competitor rates

**Key Decision:** No

Loughborough Town Hall	2024/25 Room Hire Rates	2024/25 Room Hire Rates	Notes
Hire period	Monday – Friday	Friday 6pm – Sunday - Bank Holidays	
<b>Main Hall (Hire/Rehearsals)</b>			
Hourly Room Rate	£120	£125	Includes 2 x Tech staff
<b>Victoria Room</b>			
Hourly Room Rate	£70	£75	
8 Hour Day Rate	£490	£525	Pay 7 hrs + 1 hr free
Party package (5hours RH+Bar+DM staffing)	£550	£600	Booking allows for 2 hours set up time
Wedding ceremony only	£450	£475	Up to 3 hours of Vic Room use, plus 2 x Usher staff, 1 x DM. Approx 1 hour use of Beacon Room for Registrar interviews.
<b>Beacon Room</b>			Rates apply Monday to Sunday
Hourly Room Rate	£40		
8 Hour Day rate	£280		Pay 7 hrs + 1 hr free
<b>Council Chamber</b>			Rates apply Monday to Sunday
Hourly Room Rate	£50		
8 Hour Day rate	£350		Pay 7 hrs + 1 hr free
Wedding Ceremony only	£275 Mon-Fri / £300 Sat- Sun/BH		Up to 3 hours of Council Chamber Room use, plus 2 x Usher staff, 1 x DM. Approx 1 hour use of Beacon Room for Registrar interviews.
<b>Sock Gallery</b>	Monday – Friday	Friday 6pm – Sunday - Bank Holidays	
Hourly Room Rate	£50	£55	
<b>Balcony Gallery</b>			VAT Exempt hire
Hourly Room Rate	£22.50	£25	
<b>Ticket charges</b>			
2 <sup>nd</sup> Class postage	£1.50		
COBO	£1.50		Collection from Box Office
E-Ticket	FOC		
Ticket Booking Fee	£1.75		Manager discretion to negotiate if needed £1.50 minimum
<b>Discounting</b>			

Not for profit/ charities/fund Raising/Educational/ Local Government	10%	<ul style="list-style-type: none"> <li>Charitable groups, (reg number required and checked), Not-for-profit organisations (registration number required and checked)</li> <li>All public sector services (e.g. Local Government, including Charnwood Borough council, NHS etc)</li> <li>All UK Education establishments</li> <li>Main Hall only: If fundraising for a charity, then proof that funds have been distributed appropriately (e.g. equivalent to value of discount)</li> </ul>
CBC Staff	10%	<ul style="list-style-type: none"> <li>New offer for individual CBC staff for Private Hires (Excludes Main Hall)</li> </ul>
Charity and Fund Raising	25%	<ul style="list-style-type: none"> <li>Excludes Main Hall</li> <li>If fundraising for a charity, then proof that funds have been distributed appropriately (e.g. equivalent to value of discount)</li> </ul>
Multiple Bookings	15%	<ul style="list-style-type: none"> <li>Discount for booking in the same contract more than one hire in a given period. Discount applies from the second day onwards. Advertised as 15% and can be increased to 25% on manager's discretion.</li> </ul>
Amateur Group 7-day packages	25%	<ul style="list-style-type: none"> <li>Discount on room hire element only</li> </ul>
<b>Discretionary Discounting</b>		
Manager	Up to 50%	<ul style="list-style-type: none"> <li>To allow for quicker decisions and to reduce the need to seek approval of senior management, allowing Town Hall Manager to exercise personal judgement on the risk/benefit of any reduction.</li> </ul>
Events and Hire Officer	Up to 25%	<ul style="list-style-type: none"> <li>To allow for Events and Hire Officer authority to negotiate with prospective customers and reduce the need to seek Town Hall Manager approval.</li> </ul>

<b>Charnwood Museum and Carillon Tower</b>	<b>2022-23 Rates</b>	<b>2024-25 Rates</b>	<b>Notes</b>
<b>Museum Education Room – Day Time</b>			All charges held at current rates due to limited hire.
Daily charge (Hourly)	£14.60	£14.60	
Concessions	£9.75	£9.75	
<b>Museum Education Room – Evenings / Weekends</b>			
Community Groups	£28.70	£28.70	
Not for profit organisations	£39.20	£39.20	
Commercial	£56.30	£56.30	
Additional staff	£13.25	£15.00	
<b>Museum Hire Evenings Only</b>			
Community Groups	£28.70	£28.70	
Not for profit organisations	£39.20	£39.20	
Commercial	£56.30	£56.30	
Additional staff	£13.25	£15.00	Increased to reflect increased pay rates
Additional room hire	£15.25	£15.25	
<b>Special Activity</b>			
Sleep overs (Organised Groups only)	£500	£500	Previous uses Guides / Brownies / Cubs / Scout groups
<b>Gallery Commission</b>			

Retail Sales	30%	30%	
Artwork Sales	30%	30%	
Carillon Tower Admission			
Adult admissions	£1.00	£1.00	
Concessions	£1.00	£1.00	
Children under 5	50p	50p	
Ground Floor	Free	Free	
Discretionary Discounting			
Manager	Up to 20%	Up to 20%	