

NOT FOR PUBLICATION BY
VIRTUE OF PARAGRAPH 1
OF PART 1 OF SCHEDULE 12A TO THE
LOCAL GOVERNMENT ACT 1972

Decision under Delegated Powers

**Charnwood Borough Council:
Implementation of New Fees and Charges for Leisure and Culture
Budgetary Period 2018/2019**

Officer Requesting Decision

Michael Bird Market, Fairs and Town Centre Operations Officer

Officer Making the Decision

Sylvia Wright Head of Leisure and Culture

Recommendation

To approve the Fees and Charges for 2018/19 as detailed below

- **Town Hall** Charges as shown in Appendix I, to be implemented from 1st April 2018.
- **Markets and Fairs** Charges, plus Street Trading Consents, as shown in Appendix I to be implemented from 1st April 2018. To include the continuation of the discounted rent of 50% payable for first 3 months of trading for new Retail Market Traders (who apply for and meet the criteria for 'Try a Trade')
- **Charnwood Museum and Carillon Tower** charges as shown in Appendix I to be implemented from 1st April 2018

Reason and background

It is customary for the Director of Neighbourhoods and Community Wellbeing to review the fees and charges within her directorate.

Town Hall

Following benchmarking across local venues, prices are considered to be competitive. A day rate has been introduced that offers an incentive to take full day hires of rooms as outlined in Appendix I.

Markets & Fairs and Street Trading.

A 3% increase is proposed on basic stall charges for Thursday and Saturday markets, as well as the Friday Vintage and monthly Farmers market. This uplift is inline with inflation and reflects rises in costs for site preparatory works, security, and waste removal and administration charges.

A 3% increase is also proposed to additional charges such as trader storage and parking charges in the Market yard.

It is also recommended that the discounted rent charge under the Try a Trade initiative be retained to encourage and assist new business start-ups on the Retail Markets. This would allow Loughborough Markets to be in the forefront of national trends in encouraging new entrepreneurs and ensure that the Markets are seen as viable and attractive business platform.

A 3% increase is proposed to all ground Fees relating to the annual Loughborough Fair, this increase is in line with inflation and reflects rises in costs for site preparatory works, security, and waste removal and administration charges.

No increase is proposed to Annual Food and Non-Food Street Trading Consents. This is due to the reduction in trading consent days as Fridays have now become a Market day. A 3% increase is proposed to all charges relating to Commercial and Charity Street Trading and Town Centre activities, this uplift is to reflect increased costs namely electrical supplies, cleansing and administration charges.

Charnwood Museum and Carillon Tower

The Education Room at Charnwood Museum is primarily used for education purposes and this remains a key performance indicator for the service. Due to a decrease in regular bookings of the Education Room and benchmarking locally, it is proposed to keep the daytime rates unchanged but introduce a 3% increase for evening hire of the room; it is proposed that all other hire charges will also have a 3% increase.


Following discussions the charge for sleepovers within the museum will remain unchanged for 2018/19 whilst we build bookings

It is proposed that the admission charges for the Carillon Tower change slightly; everyone except children under 5 years of age will pay an admission fee of £1.00 to access the museum's upper floors and balcony. The only concessionary rate of 50p will apply to children aged under 5 years; entrance to the ground floor will remain free.

Authority for Decision

Item 1 of the delegations to Heads of Service in section 8.3 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 Councils Income and Charging Policy Framework. The authority for agreeing changes to fees and charges is to Heads of Service. This should be reflected in the officers requesting and taking decision headings on page 1 and the reason and background section on page 2.

Decision and Date

 , 24.03.2018.

Background

The authority for approving fees and charges has been delegated to the Head of Service for Leisure and Culture.

The proposed fees and charges attached have been put forward having taken into consideration the Council's income and charging policy, the Council's Budgetary process, consultation with; Lead Members, representatives of the National Market Traders Federation, and reference to the Town Hall Business Plan and benchmarking information.

The services are required to submit to the Council on a twelve-month cycle a schedule of fees and charges it proposes to implement at the start of each financial year.

The rates may then be subjected to discounts; offered to educational, charitable and amateur societies or Concessions: offered to Young people and Students and OAP's to ensure that the services provide a place for community use.

Financial Implications

The rates have all been carefully reviewed to ensure that they remain competitive for the users and also generate the required income levels included in the overall budgets for Leisure and Culture Services for the financial year 2018/19.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to meet budgetary targets	Low	Med	Fees & charges have been set in order to meet income projections in line with competitor rates

Key Decision: No

Background Papers:

- List of Town Hall fees and charges
- List of venues discounts
- List of Market Charges
- List of Museum Charges

NOT FOR PUBLICATION BY
VIRTUE OF PARAGRAPH 1
OF PART 1 OF SCHEDULE 12A TO THE
LOCAL GOVERNMENT ACT 1972

Decision under Delegated Powers

**Charnwood Borough Council:
Implementation of New Fees and Charges for Leisure and Culture
Budgetary Period 2018/2019**

Officer Requesting Decision

Michael Bird Market, Fairs and Town Centre Operations Officer

Officer Making the Decision

Sylvia Wright Head of Leisure and Culture

Recommendation

To approve the Fees and Charges for 2018/19 as detailed below

- **Town Hall** Charges as shown in Appendix I, to be implemented from 1st April 2018.
- **Markets and Fairs** Charges, plus Street Trading Consents, as shown in Appendix I to be implemented from 1st April 2018. To include the continuation of the discounted rent of 50% payable for first 3 months of trading for new Retail Market Traders (who apply for and meet the criteria for 'Try a Trade')
- **Charnwood Museum and Carillon Tower** charges as shown in Appendix I to be implemented from 1st April 2018

Reason and background

It is customary for the Director of Neighbourhoods and Community Wellbeing to review the fees and charges within her directorate.

Town Hall

Following benchmarking across local venues, prices are considered to be competitive. A day rate has been introduced that offers an incentive to take full day hires of rooms as outlined in Appendix I.

Markets & Fairs and Street Trading.

A 3% increase is proposed on basic stall charges for Thursday and Saturday markets, as well as the Friday Vintage and monthly Farmers market. This uplift is inline with inflation and reflects rises in costs for site preparatory works, security, and waste removal and administration charges.

A 3% increase is also proposed to additional charges such as trader storage and parking charges in the Market yard.

It is also recommended that the discounted rent charge under the Try a Trade initiative be retained to encourage and assist new business start-ups on the Retail Markets. This would allow Loughborough Markets to be in the forefront of national trends in encouraging new entrepreneurs and ensure that the Markets are seen as viable and attractive business platform.

A 3% increase is proposed to all ground Fees relating to the annual Loughborough Fair, this increase is in line with inflation and reflects rises in costs for site preparatory works, security, and waste removal and administration charges.

No increase is proposed to Annual Food and Non-Food Street Trading Consents. This is due to the reduction in trading consent days as Fridays have now become a Market day. A 3% increase is proposed to all charges relating to Commercial and Charity Street Trading and Town Centre activities, this uplift is to reflect increased costs namely electrical supplies, cleansing and administration charges.

Charnwood Museum and Carillon Tower

The Education Room at Charnwood Museum is primarily used for education purposes and this remains a key performance indicator for the service. Due to a decrease in regular bookings of the Education Room and benchmarking locally, it is proposed to keep the daytime rates unchanged but introduce a 3% increase for evening hire of the room; it is proposed that all other hire charges will also have a 3% increase.

Following discussions the charge for sleepovers within the museum will remain unchanged for 2018/19 whilst we build bookings

It is proposed that the admission charges for the Carillon Tower change slightly; everyone except children under 5 years of age will pay an admission fee of £1.00 to access the museum's upper floors and balcony. The only concessionary rate of 50p will apply to children aged under 5 years; entrance to the ground floor will remain free.

Authority for Decision

Item 1 of the delegations to Heads of Service in section 8.3 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 Councils Income and Charging Policy Framework. The authority for agreeing changes to fees and charges is to Heads of Service. This should be reflected in the officers requesting and taking decision headings on page 1 and the reason and background section on page 2.

Decision and Date

Background

The authority for approving fees and charges has been delegated to the Head of Service for Leisure and Culture.

The proposed fees and charges attached have been put forward having taken into consideration the Council's income and charging policy, the Council's Budgetary process, consultation with; Lead Members, representatives of the National Market Traders Federation, and reference to the Town Hall Business Plan and benchmarking information.

The services are required to submit to the Council on a twelve-month cycle a schedule of fees and charges it proposes to implement at the start of each financial year.

The rates may then be subjected to discounts; offered to educational, charitable and amateur societies or Concessions: offered to Young people and Students and OAP's to ensure that the services provide a place for community use.

Financial Implications

The rates have all been carefully reviewed to ensure that they remain competitive for the users and also generate the required income levels included in the overall budgets for Leisure and Culture Services for the financial year 2018/19.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to meet budgetary targets	Low	Med	Fees & charges have been set in order to meet income projections in line with competitor rates

Key Decision: No

Background Papers:

List of Town Hall fees and charges
List of venues discounts
List of Market Charges
List of Museum Charges

APPENDIX 1

Loughborough Town Hall	Proposed 2017-18 Room Hire Rates
	Monday - Sunday
Main Hall	
	Hourly Rate
8.00am -6.00pm	£100.00
6.00pm-11.00pm	£155.00
11.00pm onwards	£180.00
Victoria Room	
	Hourly Rate
7am - 01:00	£65.00
01:00 - 07:00	£120.00
Beacon Room, Chamber	
	Hourly Rate
7am - 11:00pm	£40.00
11.00pm - 07:00am	£80.00
SOCK Gallery	
	Hourly Rate
7am - 11:00pm	£45.00
11.00pm - 07:00am	£80.00
Balcony Gallery **	
	Hourly Rate
7am - 11:00pm	£20.50
** This space is exempt from discount	

2016-2017 DISCOUNT ON ROOM HIRE ONLY - ONLY ONE DISCOUNT TO BE APPLIED TO BALCONY GALLERY - NO DISCOUNT TO	
Not for Profit / CHARITY/Fund Raising / Educational / Local Government	10%

LOCAL GOVERNMENT	
Charity and Fund Raising	25%
Multiple bookings	15%
Amateur 7 day Packages	27.5%
* the Manager's Discretionary Discount may be granted in addition to one of t by the Town Hall Manager	
DISCRETIONARY	Up to 25%

	Proposed 2018-19 Room Hire Rates
	Monday - Sunday
	Hourly Rate
	£100.00
	£155.00
	£180.00
	Hourly Rate
	£65.00
	£120.00
	Hourly Rate
	£40.00
	£80.00
DAY RATE	£240.00
	Hourly Rate
	£45.00
	£80.00
	Hourly Rate
	£20.50

2 hours free to incentivise daytime hirers



DISCOUNT TO BE APPLIED *

TO BE AVAILABLE ON BANK HOLIDAYS

Any day
Charitable groups, (reg number required and checked) , Not-for-profit organisations (registration number required and checked)

Main Hall only: If fundraising for a charity then proof that funds have been distributed appropriately (eg equivalent to value of discount)
All public sector services (eg Local Government, including Charwood Borough council, NHS etc)
All UK Education establishments
NOT for Main Hall: If fundraising for a charity then proof that funds have been distributed appropriately (eg equivalent to value of discount)
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.
Discount on room hire element
he above, subject to written authorisation
Justification to be made on a case by case basis

MARKET & FAIRS - FEES AND CHARGES
1st APRIL 2018 to 31st MARCH 2019

BASIC STALL/GAZEBO CHARGES	THURSDAY		SATURDAY	
	REGULAR TRADER CHARGES	CASUAL TRADER CHARGES	REGULAR TRADER CHARGES	CASUAL TRADER CHARGES
	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019
Basic Stall all areas - charge per stall (between April and September no lights).	£20.62	£24.62	£22.80	£26.30
Basic Gazebo, all areas per 3m x 3m gazebo. (between April and September no lights). Not using overhang as trading space.	£20.62	£24.62	£22.80	£26.30
Basic Stall, all areas - charge per stall (between September and March with lights).	£22.58	£26.58	£24.70	£28.70
Basic Gazebo, all areas per 3m x 3m gazebo. (between September and March with lights). Not using overhang as trading space.	£22.58	£26.58	£24.70	£28.70
For each vehicle parked in Market Yard (per occasion)	£6.20		£6.20	
Storage in Market Yard per sq. metre	£0.50		£0.50	

ADDITIONAL SITE CHARGES	2018 - 2019	2018 - 2019
Additional trading space (build out), all areas. This includes using Gazebos overhang as trading space.	£2.20 per sq.metre	£2.25 per sq.metre
Cleansing Service charge per stall/gazebo (Fruit, Veg, Fish & Meat traders only).	£3.20 per stall	£3.20 per stall
Provision of extra bins for waste vegetation (Fruit and Veg. Only)	£9.30 per bin	£9.30 per bin

BASIC SITE CHARGES (PITCHES)	2018 - 2019	2018 - 2019
All areas per site (minimum charge). Per table	£7.90	£9.10

ADDITIONAL CHARGES	2018 - 2019	2018 - 2019
All areas - Daily Hand Sellers charge Minimum rate	£10.30	£11.30
Service charge (electrics) charges per appliance (Catering Units and Food Sellers)	£1.55	£1.55
Late Payment Fee (Market Rents)	£35.00	£35.00
Administration Charge (Loss of Invoice)	£15.00	£15.00

MARKET & FAIRS - FEES AND CHARGES
1st APRIL 2018 - 31st MARCH 2019

FARMERS MARKET - 2nd Wednesday of each month	2018-2019
Market Place per Gazebo (includes lighting provision).	£18.00
FRIDAY VINTAGE & COLLECTORS MARKET	
	2018-2019
All areas per stall.	£16.50 (50% discount for current street trader consent holders)
For vehicles parked in Market Yard per vehicle per occasion.	£6.30
SHEPSHED MARKET	
	2018-2019
For the use of a stall space basic charge per day.	£5.15
For each square metre of stall space or part thereof per day.	£1.00
Hand selling charge for every person selling by hand per day.	£5.15
Minimum charge for use or 9.2 sq.metres.	£13.30
RIVAL MARKETS	
	2018-2019
Communal - per event.	£285.30

MARKET & FAIRS - FEES AND CHARGES
1st APRIL 2018 - 31st MARCH 2019

FARMERS MARKET - 2nd Wednesday of each month	2018-2019
Market Place per Gazebo (includes lighting provision).	£18.00
FRIDAY VINTAGE & COLLECTORS MARKET	
	2018-2019
All areas per stall.	£16.50 (50% discount for current street trader consent holders)
For vehicles parked in Market Yard per vehicle per occasion.	£6.30
SHEPSHED MARKET	
	2018-2019
For the use of a stall space basic charge per day.	£5.15
For each square metre of stall space or part thereof per day.	£1.00
Hand selling charge for every person selling by hand per day.	£5.15
Minimum charge for use or 9.2 sq.metres.	£13.30
RIVAL MARKETS	
	2018-2019
Communal - per event.	£285.30

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL : LOUGHBOROUGH FAIR

Historically charges are based on individual site charges set at a time of ground allocation and are increased annually in line with budgetary requirements.

Surcharge to living caravan lettings, to cover waste disposal and site cleansing.

Surcharge for each Living Caravan Permit

Surcharge for each Parking Permit

Surcharge for use of council generators.

Standard charge for use of town centre electric supplies per socket.

Late payment fee (For payments after the end of September)

Admin fee for change of large rides after closing date of the 30th September.

Admin fee for change of medium to small rides and kiosk after closing date of 30th September.

Admin fee for transfer of rights.

Admin fee for assistance of form completion.

Penalty charge for failure to close, at the official stated time.

2018 to 31st MARCH 2019

2018-2019	Reasons for change
£20.70	
£41.20	
£41.20	
£46.35	
£46.35	
£30.90	
£159.65	
£79.30	
£30.90	
£30.90	
£154.50	

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2018 to 31 TOWN CENTRE OPERATIONS

STREET TRADING CONSENTS & LOCAL COMMERCIAL ACTIVITY	2018-2019
Annual Food Street Trading Consent.	£1,600.00
Daily Food Street Trading Consent.	£45.30
Annual Non-Food Street Trading Consent.	£1,100.00
Daily Non-Food Street Trading Consent.	£35.00
Local Commercial Activity per day.	£67.00
Charity booking via a booking agency	£67.00
Charity booking direct from a registered charity	£35.00
Service Charge (electrical)	
Staff labour cost at third party events	£56.70 per hour

Note - A monthly payment method is available for annual food and non-food (payment Please contact the Markets and Fairs office on 01509 634624 or email market.fairs@cl details.

1st MARCH 2019

Reasons for change

No increase

3% increase inline with inflator

No increase

3% increase inline with inflator

3% increase inline with inflator

3% increase inline with inflator

3% increase inline with inflator

[Empty box]

3% increase inline with inflator

ts spread over 10 months).
harnwood.gov.uk for further

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2018 SHOPMOBILITY

SHOPMOBILITY	2018-2019
Use of Shopmobility vehicle per person per booking	£2.60 per booking

2017 to 31st MARCH

Reasons for change
3% increase, rounded to nearest 10p

Appendix 3

	2017/18 rates	Proposed 2018/19 rates	
Charnwood Museum and Carillon Tower charges			
Museum Education Room			
Day charge (Hourly)	£13.80	£13.80	0% increase
Concessions	£9.20	£9.20	0% increase
Museum Education Room			
Evening charge (Hourly)			
Community Groups	£21.30	£21.95	3% increase (rounded where ap
Not for profit organisations	£26.00	£26.80	
Commercial	£36.40	£37.50	
Additional staff	£12.00	£12.40	
Museum Hire			
Evenings only (Hourly)			
Community Groups	£26.50	£27.30	
Not for profit organisations	£36.40	£37.50	
Commercial	£52.00	£53.60	
Additional staff	£12.00	£12.40	
Additional room hire	£14.00	£14.50	
Special Activity			
Sleepovers (Organised Groups only)	£500.00	£500.00	0% increase
Commission Charges			
Retail Sales	30%	30%	
Artwork Sales	30%	30%	

Carillon Tower Admissions			
Adult admissions	£1.00	£1.00	All admissions
Concessions	50p	£1.00	No concessionary rate
Children under 5	N/A	50p	
Ground Floor	Free		
Discounts			
Manager's Discretionary Discount		Upto 20%	Agreed on a case by case basis

APPENDIX 1

Loughborough Town Hall	Proposed 2017-18 Room Hire Rates
	Monday - Sunday
Main Hall	
	Hourly Rate
8.00am -6.00pm	£100.00
6.00pm-11.00pm	£155.00
11.00pm onwards	£180.00
Victoria Room	
	Hourly Rate
7am - 01:00	£65.00
01:00 - 07:00	£120.00
Beacon Room, Chamber	
	Hourly Rate
7am - 11:00pm	£40.00
11.00pm - 07:00am	£80.00
SOCK Gallery	
	Hourly Rate
7am - 11:00pm	£45.00
11.00pm - 07:00am	£80.00
Balcony Gallery **	
	Hourly Rate
7am - 11:00pm	£20.50
** This space is exempt from discount	

2016-2017 DISCOUNT ON ROOM HIRE ONLY - ONLY ONE DISCOUNT	
NO DISCOUNT TO BE APPLIED TO BALCONY GALLERY - NO DISCOUNT TO	
Not for Profit / CHARITY/Fund Raising / Educational / Local Government	10%

Charity and Fund Raising	25%
Multiple bookings	15%
Amateur 7 day Packages	27.5%
* the Manager's Discretionary Discount may be granted in addition to one of t by the Town Hall Manager	
DISCRETIONARY	Up to 25%

	Proposed 2018-19 Room Hire Rates
	Monday - Sunday
	Hourly Rate
	£100.00
	£155.00
	£180.00
	Hourly Rate
	£65.00
	£120.00
	Hourly Rate
	£40.00
	£80.00
DAY RATE	£240.00
	Hourly Rate
	£45.00
	£80.00
	Hourly Rate
	£20.50

2 hours free to incentivise daytime hirers



DISCOUNT TO BE APPLIED *

TO BE AVAILABLE ON BANK HOLIDAYS

Any day
Charitable groups, (reg number required and checked) , Not-for-profit organisations (registration number required and checked)

Main Hall only: If fundraising for a charity then proof that funds have been distributed appropriately (eg equivalent to value of discount)

All public sector services (eg Local Government, including Charnwood Borough council, NHS etc)

All UK Education establishments

NOT for Main Hall: If fundraising for a charity then proof that funds have been distributed appropriately (eg equivalent to value of discount)

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.

Discount on room hire element

he above, subject to written authorisation

Justification to be made on a case by case basis

MARKET & FAIRS - FEES AND CHARGES
1st APRIL 2018 to 31st MARCH 2019

	THURSDAY		SATURDAY	
	REGULAR TRADER CHARGES	CASUAL TRADER CHARGES	REGULAR TRADER CHARGES	CASUAL TRADER CHARGES
	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019
BASIC STALL/GAZEBO CHARGES				
Basic Stall all areas - charge per stall (between April and September no lights).	£20.62	£24.62	£22.80	£26.30
Basic Gazebo, all areas per 3m x 3m gazebo. (between April and September no lights). Not using overhang as trading space.	£20.62	£24.62	£22.80	£26.30
Basic Stall, all areas - charge per stall (between September and March with lights).	£22.58	£26.58	£24.70	£26.30
Basic Gazebo, all areas per 3m x 3m gazebo. (between September and March with lights). Not using overhang as trading space.	£22.58	£22.58	£24.70	£26.30
For each vehicle parked in Market Yard (per occasion)	£6.20		£6.20	
Storage in Market Yard per sq. metre	£0.50		£0.50	

	2018 - 2019	2018 - 2019
ADDITIONAL SITE CHARGES		
Additional trading space (build out), all areas. This includes using Gazebos overhang as trading space.	£2.20 per sq.metre	£2.25 per sq.metre
Cleansing Service charge per stall/gazebo (Fruit, Veg, Fish & Meat traders only).	£3.20 per stall	£3.20 per stall
Provision of extra bins for waste vegetation (Fruit and Veg. Only)	£9.30 per bin	£9.30 per bin

	2018 - 2019	2018 - 2019
BASIC SITE CHARGES (PITCHES)		
All areas per site (minimum charge). Per table	£7.90	£9.10

	2018 - 2019	2018 - 2019
ADDITIONAL CHARGES		
All areas - Daily Hand Sellers charge Minimum rate	£10.30	£11.30
Daily electrical charges per appliance (Catering Units and Food Sellers)	£1.55	£1.55
Late Payment Fee (Market Rents)	£35.00	£35.00
Administration Charge (Loss of Invoice)	£15.00	£15.00

MARKET & FAIRS - FEES AND CHARGES
1st APRIL 2018 - 31st MARCH 2019

FARMERS MARKET - 2nd Wednesday of each month	2018-2019
Market Place per Gazebo (includes lighting provision).	£18.00
FRIDAY VINTAGE & COLLECTORS MARKET	2018-2019
Market Place per stall.	£16.50
For vehicles parked in Market Yard per vehicle per occasion.	£6.30
SHEPSHED MARKET	2018-2019
For the use of a stall space basic charge per day.	£5.15
For each square metre of stall space or part thereof per day.	£1.00
Hand selling charge for every person selling by hand per day.	£5.15
Minimum charge for use or 9.2 sq.metres.	£13.30
RIVAL MARKETS	2018-2019
Communal - per event.	£285.30

APPENDIX 2**MARKET & FAIRS FEES & CHARGES 1st APRIL 2018 to 31st MARCH 2019****LOUGHBOROUGH FAIR**

Historically charges are based on individual site charges set at a time of ground allocation and are increased annually in line with budgetary requirements.	2018-2019	Reasons for change
Surcharge to living caravan lettings, to cover waste disposal and site cleansing.	£20.70	
Surcharge for each Living Caravan Permit	£41.20	
Surcharge for each Parking Permit	£41.20	
Surcharge for use of council generators.	£46.35	
Standard charge for use of town centre electric supplies per socket.	£46.35	
Late payment fee (For payments after the end of September)	£30.90	
Admin fee for change of large rides after closing date of the 30th September.	£159.65	
Admin fee for change of medium to small rides and kiosk after closing date of 30th September.	£79.30	
Admin fee for transfer of rights.	£30.90	
Admin fee for assistance of form completion.	£30.90	
Penalty charge for failure to close, at the official stated time.	£154.50	

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2018 to 31st MARCH 2019

TOWN CENTRE OPERATIONS

STREET TRADING CONSENTS & LOCAL COMMERCIAL ACTIVITY	2018-2019	Reasons for change
Annual Food Street Trading Consent.	£1,600.00	No increase
Daily Food Street Trading Consent.	£45.30	3% increase inline with inflator
Annual Non-Food Street Trading Consent.	£1,100.00	No increase
Daily Non-Food Street Trading Consent.	£35.00	3% increase inline with inflator
Local Commercial Activity per day.	£67.00	3% increase inline with inflator
Charity booking via a booking agency	£67.00	3% increase inline with inflator
Charity booking direct from a registered charity	£35.00	3% increase inline with inflator
KW usage charge calculated on appliances used		
Staff labour cost at third party events	£56.70 per hour	3% increase inline with inflator

Note - A monthly payment method is available for annual food and non-food (payments spread over 10 months). Please contact the Markets and Fairs office on 01509 634624 or email market.fairs@charnwood.gov.uk for further details.

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2017 to 31st MARCH

SHOPMOBILITY

SHOPMOBILITY	2018-2019	Reasons for change
Use of Shopmobility vehicle per person per booking	£2.60 per booking	3% increase, rounded to nearest 10p

Appendix 3

Charnwood Museum and Carillon Tower charges	2017/18 rates	Proposed 2018/19 rates	
Museum Education Room			
Day charge (Hourly)	£13.80	£13.80	0% increase
Concessions	£9.20	£9.20	0% increase
Museum Education Room Evening charge (Hourly)			
Community Groups	£21.30	£21.95	3% increase (rounded where ap
Not for profit organisations	£26.00	£26.80	
Commercial	£36.40	£37.50	
Additional staff	£12.00	£12.40	
Museum Hire Evenings only (Hourly)			
Community Groups	£26.50	£27.30	
Not for profit organisations	£36.40	£37.50	
Commercial	£52.00	£53.60	
Additional staff	£12.00	£12.40	
Additional room hire	£14.00	£14.50	
Special Activity			
Sleepovers (Organised Groups only)	£500.00	£500.00	0% increase
Commission Charges			
Retail Sales	30%	30%	
Artwork Sales	30%	30%	

Carillon Tower Admissions		
Adult admissions	£1.00	£1.00
Concessions	50p	£1.00
Children under 5	N/A	50p
Ground Floor	Free	
Discounts		
Manager's Discretionary Discount		Upto 20%

All admissions
No concessionary rate

Agreed on a case by case basis

uplicable)

