

## Wyre Forest District Council

### Record of a Council Decision delegated to be made by an Officer

This includes a record of an Executive Decision made by an officer under Regulation 13, Part 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Item decided: Wyre Forest House Commercial Delegate Day Rates for Hiring Rooms</b>	
<b>Officer who has taken the decision</b>	<b>Corporate Director: Economic Prosperity &amp; Place</b>
<b>Date of the decision</b>	<b>17<sup>th</sup> April 2018</b>
<b>Reason for the decision/alternatives considered</b>	<b>As part of the ongoing commercialisation of services to increase revenue the Facilities Manager has been reviewing the charges for hire of rooms at Wyre Forest House and proposes to introduce a 'Day Delegate' rate to increase the Council's competitiveness and marketability of WF House as a venue for events and seminars.</b>
<b>Date and source of Delegated Decision (if appropriate)</b>	<b>Financial Strategy 2018-21 agreed by Council 21<sup>st</sup> February 2018</b>
<b>Council/Cabinet member consulted – if applicable</b>	<b>Cabinet Member for Planning &amp; Economic Regeneration</b>
<b>Any interest declared by the Consultee or officer</b>	<b>None</b>



Service	Facility Hire	Service Manager	Facilities and Asset Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Planning and Economic Regeneration

## PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2018 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2018 £ Charges before VAT	Proposed Charge FROM 1/04/2018 £ Charges inclusive of VAT (if applicable)
<b>Facilities Fees and Charges</b>			
<b>WYRE FOREST HOUSE</b>			
<b>Partnership rate</b>			
Council Chamber - half hourly	20.50	17.92	21.50
Council Chamber - Max room charge	196.00	171.67	206.00
SoS & Bewdley rooms combined - half hourly	13.50	11.67	14.00
SoS & Bewdley rooms combined - Max room charge	131.50	115.42	138.50
SoS & Bewdley rooms separately - half hourly	10.50	9.17	11.00
SoS & Bewdley rooms separately - Max room charge	98.00	85.83	103.00
Kidderminster - half hourly	8.50	7.50	9.00
Kidderminster - Max room charge	79.00	69.58	83.50
Rock - half hourly	8.50	7.08	8.50
Rock - Max room charge	79.00	67.08	80.50
Kidderminster & Rock rooms combined - half hourly	10.50	9.17	11.00
Kidderminster & Rock rooms combined - Max room charge	98.00	86.25	103.50
Wolverley room - half hourly	7.50	6.25	7.50
Wolverley room - Max room charge	66.00	56.25	67.50
Chaddesley Corbett room - half hourly	7.50	6.67	8.00
Chaddesley Corbett room - Max room charge	66.00	58.33	70.00
<b>Commercial Delegate Day Rates*</b>			
<b>Delegate Day Rate A (lunch menu 1) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	17.50	21.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	17.50	21.00
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	18.33	22.00
<b>Delegate Day Rate A (lunch menu 2) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	20.00	24.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	20.00	24.00
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	20.83	25.00
<b>Delegate Day Rate B (lunch menu 1) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	19.58	23.50
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	19.58	23.50
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	20.42	24.50
<b>Delegate Day Rate B (lunch menu 2) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	21.67	26.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	21.67	26.00
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	22.50	27.00
<b>Half Day Delegate Rate Option C - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	11.25	13.50
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	11.25	13.50
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	12.08	14.50
<b>Half Day Delegate Rate Option D - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	12.50	15.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	12.50	15.00
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	13.33	16.00
<b>Half Day Delegate Rate Option E (lunch menu 1) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	17.08	20.50
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	17.08	20.50
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	18.75	22.50
<b>Half Day Delegate Rate Option E (lunch menu 2) - per person</b>			
Council Chamber (minimum 30 people)	Not applicable	19.17	23.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	Not applicable	19.17	23.00
Kidderminster & Rock Rooms Joined (minimum 15 people)	Not applicable	20.42	24.50
*for full details of the delegate day/half day packages please contact the Facilities & Asset Manager - elaine.brookes@wyreforestdc.gov.uk			
<b>For All Venues</b>			
<b>Commercial Organisations and bookings for any Bank Holidays</b>			
Per hour	Commercial Judgement	Commercial Judgement	Commercial Judgement
<b>NOTE</b>			
Commercial judgement is delegated to the Service Manager			

## NOTES:

Wyre forest House conference room hire is subject to commercial judgement and is delegated to the Facilities and Asset Manager  
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>

## WYRE FOREST HOUSE COMMERCIAL DELEGATE DAY RATES

DAY DELEGATE RATE A (lunch menu 1)	DAY DELEGATE RATE A (lunch menu 2)
<p>Includes :</p> <p>Room Hire (10 hours) between 08.00 – 18.00 hrs.</p> <p>Tea/Coffee on arrival</p> <p>Mid-morning Tea/Coffee &amp; biscuits</p> <p>Lunch menu 1 –</p> <ul style="list-style-type: none"> <li>• Choice of filled sandwiches/ baguette/ bagel/roll/ wraps</li> <li>• Choice of crisps</li> <li>• Cut Fruit</li> <li>• Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</li> </ul> <p>Afternoon Tea/Coffee &amp; biscuits</p> <p>Use of Audio Visual Equipment in the room</p> <p>Flipchart with Paper &amp; Pens</p>	<p>Includes:</p> <p>Room Hire (10 hours) between 08.00 – 18.00 hrs.</p> <p>Tea/Coffee on arrival</p> <p>Mid-morning Tea/Coffee &amp; biscuits</p> <p>Lunch menu 2 –</p> <ul style="list-style-type: none"> <li>• Choice of filled sandwiches</li> <li>• Smoked Salmon &amp; Cream Cheese Bagel</li> <li>• Mini vegetable Quiche</li> <li>• Oriental Chicken Skewer</li> <li>• Spinach Pakora</li> <li>• Choice of crisps</li> <li>• Cut Fruit</li> <li>• Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</li> </ul> <p>Afternoon Tea/Coffee &amp; biscuits</p> <p>Use of Audio Visual Equipment in the room</p> <p>Flipchart with Paper &amp; Pens</p>
<p><b>Council Chamber (minimum 30 people)</b></p> <p>£21.00 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Council Chamber (minimum 30 people)</b></p> <p>£24.00 per person</p> <p>Inclusive of VAT @ standard rate</p>
<p><b>Stourport &amp; Bewdley Rooms Joined (minimum 20 people)</b></p> <p>£21.00 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Stourport &amp; Bewdley Room Joined (minimum 20 people)</b></p> <p>£24.00 per person</p> <p>Inclusive of VAT @ standard rate</p>
<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b></p> <p>£22.00 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b></p> <p>£25.00 per person</p> <p>Inclusive of VAT @ standard rate</p>
DAY DELEGATE RATE B (lunch menu 1)	DAY DELEGATE RATE B (lunch menu 2)
<p>Includes :</p> <p>Room Hire (10 hours) between 08.00 – 18.00 hrs.</p> <p>Tea/Coffee , Fruit Juice, Pastries &amp; diced Fruit Platter on arrival</p> <p>Mid-morning Tea/Coffee &amp; biscuits</p> <p>Lunch menu 1 –</p> <ul style="list-style-type: none"> <li>• Choice of filled sandwiches/ baguette/ bagel/roll/ wraps</li> <li>• Choice of crisps</li> <li>• Cut Fruit</li> <li>• Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</li> </ul> <p>Afternoon Tea/Coffee &amp; tray-bake/cake selection</p> <p>Use of Audio Visual Equipment in the room</p> <p>Flipchart with Paper &amp; Pens</p>	<p>Includes:</p> <p>Room Hire (10 hours) between 08.00 – 18.00 hrs.</p> <p>Tea/Coffee , Fruit Juice, Pastries &amp; diced Fruit Platter on arrival</p> <p>Mid-morning Tea/Coffee &amp; biscuits</p> <p>Lunch menu 2 –</p> <ul style="list-style-type: none"> <li>• Choice of filled sandwiches</li> <li>• Smoked Salmon &amp; Cream Cheese Bagel</li> <li>• Mini vegetable Quiche</li> <li>• Oriental Chicken Skewer</li> <li>• Spinach Pakora</li> <li>• Choice of crisps</li> <li>• Cut Fruit</li> <li>• Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</li> </ul> <p>Afternoon Tea/Coffee &amp; tray-bake/cake selection</p> <p>Use of Audio Visual Equipment in the room</p> <p>Flipchart with Paper &amp; Pens</p>
<p><b>Council Chamber (minimum 30 people)</b></p> <p>£23.50 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Council Chamber (minimum 30 people)</b></p> <p><b>£26.00 per person</b></p> <p>Inclusive of VAT @ standard rate</p>
<p><b>Stourport &amp; Bewdley Rooms Joined (minimum 20 people)</b></p> <p>£23.50 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Stourport &amp; Bewdley Room Joined (minimum 20 people)</b></p> <p>£26.00 per person</p> <p>Inclusive of VAT @ standard rate</p>
<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b></p> <p>£24.50 per person</p> <p>Inclusive of VAT @ standard rate</p>	<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b></p> <p>£27.00 per person</p> <p>Inclusive of VAT @ standard rate</p>

## WYRE FOREST HOUSE COMMERCIAL DELEGATE HALF DAY RATES

HALF DAY DELEGATE RATE OPTION C	HALF DAY DELEGATE RATE OPTION D
<p>Includes :</p> <p><b>Room Hire (5 hours) AM or PM</b>                      Tea/Coffee on arrival                      Mid-morning/Mid-Afternoon Tea/Coffee &amp; biscuits                      Use of Audio Visual Equipment in the room                      Flipchart with Paper &amp; Pens</p>	<p>Includes:</p> <p><b>Room Hire (5 hours) AM</b></p> <ul style="list-style-type: none"> <li>• Tea/Coffee , Fruit Juice, Pastries &amp; diced Fruit Platter on arrival</li> <li>• Mid-morning Tea/Coffee &amp; biscuits</li> </ul> <p><b>Room Hire (5 hours) PM</b></p> <ul style="list-style-type: none"> <li>• Tea/Coffee &amp; biscuits on arrival</li> <li>• Tea/Coffee , Fruit Juice, Cakes &amp; diced Fruit Platter mid-afternoon</li> </ul> <p>Use of Audio Visual Equipment in the room                      Flipchart with Paper &amp; Pens</p>
<p><b>Council Chamber (minimum 30 people)</b>                      £13.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Council Chamber (minimum 30 people)</b>                      £15.00 per person                      Inclusive of VAT @ standard rate</p>
<p><b>Stourport &amp; Bewdley Rooms Joined (minimum 20 people)</b>                      £13.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Stourport &amp; Bewdley Room Joined (minimum 20 people)</b>                      £15.00 per person                      Inclusive of VAT @ standard rate</p>
<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b>                      £14.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b>                      £16.00 per person                      Inclusive of VAT @ standard rate</p>
HALF DAY DELEGATE RATE OPTION E (lunch menu 1)	HALF DAY DELEGATE RATE OPTION E (lunch menu 2)
<p>Includes :</p> <p>Room Hire (5 hours) 08.00 – 13.00 hrs.                      Tea/Coffee , Fruit Juice, Pastries &amp; diced Fruit Platter on arrival                      Mid-morning Tea/Coffee &amp; biscuits                      Lunch menu 1-</p> <ul style="list-style-type: none"> <li>• <i>Choice of filled sandwiches/ baguette/ bagel/roll/ wraps</i></li> <li>• <i>Choice of crisps</i></li> <li>• <i>Cut Fruit</i></li> <li>• <i>Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</i></li> </ul> <p>Use of Audio Visual Equipment in the room                      Flipchart with Paper &amp; Pens</p>	<p>Includes:</p> <p>Room Hire (5 hours) 08.00 – 13.00 hrs.                      Tea/Coffee , Fruit Juice, Pastries &amp; diced Fruit Platter on arrival                      Mid-morning Tea/Coffee &amp; biscuits                      Lunch menu 2 –</p> <ul style="list-style-type: none"> <li>• <i>Choice of filled sandwiches</i></li> <li>• <i>Smoked Salmon &amp; Cream Cheese Bagel</i></li> <li>• <i>Mini vegetable Quiche</i></li> <li>• <i>Oriental Chicken Skewer</i></li> <li>• <i>Spinach Pakora</i></li> <li>• <i>Choice of crisps</i></li> <li>• <i>Cut Fruit</i></li> <li>• <i>Tea/Coffee/Elderflower or Lemon &amp; Ginger Cordial</i></li> </ul> <p>Use of Audio Visual Equipment in the room                      Flipchart with Paper &amp; Pens</p>
<p><b>Council Chamber (minimum 30 people)</b>                      £20.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Council Chamber (minimum 30 people)</b>                      £23.00 per person                      Inclusive of VAT @ standard rate</p>
<p><b>Stourport &amp; Bewdley Rooms Joined (minimum 20 people)</b>                      £20.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Stourport &amp; Bewdley Room Joined (minimum 20 people)</b>                      £23.00 per person                      Inclusive of VAT @ standard rate</p>
<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b>                      £22.50 per person                      Inclusive of VAT @ standard rate</p>	<p><b>Kidderminster &amp; Rock Rooms Joined (minimum 15 people)</b>                      £24.50 per person                      Inclusive of VAT @ standard rate</p>