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

Item decided: Wyre Forest House Commercial Delegate Day Rates for Hiring Rooms		
Officer who has taken the decision	Corporate Director: Economic Prosperity & Place	
Date of the decision	17 th April 2018	
Reason for the decision/alternatives considered	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.	
Date and source of Delegated Decision (if appropriate)	Financial Strategy 2018-21 agreed by Council 21 st February 2018	
Council/Cabinet member consulted – if applicable	Cabinet Member for Planning & Economic Regeneration	
Any interest declared by the Consultee or officer	None	

PROPOSAL OF SCALE OF FEES AND CHARGES

Facilities Fees and Charges WYRE FOREST HOUSE Partnership rate Council Chamber - half hourly Council Chamber - half hourly SoS & Bewdley rooms combined - half hourly SoS & Bewdley rooms combined - half hourly SoS & Bewdley rooms separately - Max room charge Kidderminster - half hourly Rock - half hourly Rock - Max room charge Kidderminster & Rock rooms combined - half hourly Kidderminster & Rock rooms combined - half hourly Kidderminster & Rock rooms combined - Max room charge Wolverley room - half hourly Wolverley room - half hourly Chaddesley Corbett room - half hourly Chaddesley Corbett room - Max room charge Commercial Delegate Day Rates* Delegate Day Rate A (lunch menu 1) - per person Council Chamber (minimum 30 people) Stourport & Bewdley Rooms Joined (minimum 15 people) Nicidderminster & Rock Rooms Joined (minimum 20 people) Niciderminster & Rock Rooms Joined (minimum 15 people) Niciderminster & Bewdley Rooms Joined (minimum 15 people) Niciderminster & Rock Rooms Jo	20.50 196.00 13.50 131.50 10.50 98.00 8.50 79.00 10.50 98.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00 7.50 66.00	FROM 1/04/2018 £ Charges before VAT 17.92 171.67 11.67 11.67 115.42 9.17 85.83 7.50 69.58 7.08 67.08 9.17 86.25 6.25 56.25 5.6.25 5.6.25 17.50 17.50 17.50 18.33 20.00 20.00 20.00 20.83	FROM 1/04/2018 £ Charges inclusive of VAT (if applicable) 21.50 206.00 14.00 138.50 11.00 103.00 9.00 83.50 8.50 11.00 103.50 7.50 67.50 8.00 70.00 21.00 22.00 24.00 24.00 24.00 25.00 23.50 23.50 24.50
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Alf Day Delegate Rate Option C - per person Council Chamber (minimum 30 people) Notation Stourport & Bewdley Rooms Joined (minimum 20 people) Notation Stourport & Rock Rooms Joined (minimum 15 people) Notation D - per person Council Chamber (minimum 30 people) Notation Stourport & Bewdley Rooms Joined (minimum 20 people) Notation Stourport & Rock Rooms Joined (minimum 15 people) Notation Stourport & Rock Rooms Joined (minimum 15 people) Notation Stourport & Rock Rooms Joined (minimum 15 people) Notation Stourport & Rock Rooms Joined (minimum 15 people)	t applicable	22.50	27.00
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Alf Day Delegate Rate Option D - per person Council Chamber (minimum 30 people) Stourport & Bewdley Rooms Joined (minimum 20 people) Kidderminster & Rock Rooms Joined (minimum 15 people) No alf Day Delegate Rate Option E (lunch menu 1) - per person	t applicable	11.25	13.50
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alf Day Delegate Rate Option E (lunch menu 1) - per person	t applicable	12.50	15.00
Council Chamber (minimum on the	t applicable	13.33	16.00
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Cta	t applicable	17.08	20.50
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alf Day Delegate Rate Option E (lunch menu 2) - per person	tapplicable	18.75	22.50
Causail Chamber (applicable	19.17	00.00
Stourport & Bewdley Rooms Joined (minimum 20 people)	applicable	19.17	23.00
(idda-sei-st- 0 B + B + B + I + I + I + I + I + I + I +	applicable	20.42	23.00
			24.50
r full details of the delegate day/half day packages please contact the Facilities & As	set Manager - elaine	e.brookes@wyreforestdc.gov.u	k
or All Venues Commercial Organisations and bookings for any Bank Holidays			
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mmercial judgement is delegated to the Service Manager	rcial Judgement	Commercial Judgement	

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 DELECATE BATE A //www.h	DAY DELECATE DATE A //
DAY DELEGATE RATE A (lunch menu 1) Includes :	DAY DELEGATE RATE A (lunch menu 2)
	Includes:
Room Hire (10 hours) between 08.00 – 18.00 hrs.	Room Hire (10 hours) between 08.00 – 18.00 hrs.
Tea/Coffee on arrival	Tea/Coffee on arrival
Mid-morning Tea/Coffee & biscuits	Mid-morning Tea/Coffee & biscuits
Lunch menu 1 –	Lunch menu 2 –
Choice of filled sandwiches/ baguette/ bagel/roll/	Choice of filled sandwiches
wraps	 Smoked Salmon & Cream Cheese Bagel
Choice of crisps	Mini vegetable Quiche
• Cut Fruit	Oriental Chicken Skewer
Tea/Coffee/Elderflower or Lemon & Ginger Cordial	 Spinach Pakora
Afternoon Tea/Coffee & biscuits	Choice of crisps
Use of Audio Visual Equipment in the room	Cut Fruit
Flipchart with Paper & Pens	 Tea/Coffee/Elderflower or Lemon & Ginger Cordial
	Afternoon Tea/Coffee & biscuits
	Use of Audio Visual Equipment in the room
	Flipchart with Paper & Pens
Council Chamber (minimum 30 people)	Council Chamber (minimum 30 people)
£21.00 per person	£24.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
Stourport & Bewdley Rooms Joined (minimum 20 people)	Stourport & Bewdley Room Joined (minimum 20 people)
£21.00 per person	£24.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
Kidderminster & Rock Rooms Joined (minimum 15 people)	Kidderminster & Rock Rooms Joined (minimum 15 people)
£22.00 per person	£25.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
DAY DELEGATE RATE B (lunch menu 1)	DAY DELEGATE RATE B (lunch menu 2)
Includes :	Includes:
Room Hire (10 hours) between 08.00 – 18.00 hrs.	Room Hire (10 hours) between 08.00 – 18.00 hrs.
Tea/Coffee , Fruit Juice, Pastries & diced Fruit Platter on	Tea/Coffee , Fruit Juice, Pastries & diced Fruit Platter on
arrival	arrival
Mid-morning Tea/Coffee & biscuits	Mid-morning Tea/Coffee & biscuits
Lunch menu 1 –	
	Lunch menu 2 –
 Choice of filled sandwiches/ baguette/ bagel/roll/ 	Choice of filled sandwiches
wraps	Choice of filled sandwichesSmoked Salmon & Cream Cheese Bagel
wrapsChoice of crisps	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche
wrapsChoice of crispsCut Fruit	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer
 wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial 	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room
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wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people)	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens
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wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £26.00 per person
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person Inclusive of VAT @ standard rate Stourport & Bewdley Rooms Joined (minimum 20 people) £23.50 per person	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £26.00 per person Inclusive of VAT @ standard rate
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person Inclusive of VAT @ standard rate Stourport & Bewdley Rooms Joined (minimum 20 people) £23.50 per person	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £26.00 per person Inclusive of VAT @ standard rate Stourport & Bewdley Room Joined (minimum 20 people)
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person Inclusive of VAT @ standard rate	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £26.00 per person Inclusive of VAT @ standard rate Stourport & Bewdley Room Joined (minimum 20 people) £26.00 per person
wraps Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £23.50 per person Inclusive of VAT @ standard rate Stourport & Bewdley Rooms Joined (minimum 20 people) £23.50 per person Inclusive of VAT @ standard rate	 Choice of filled sandwiches Smoked Salmon & Cream Cheese Bagel Mini vegetable Quiche Oriental Chicken Skewer Spinach Pakora Choice of crisps Cut Fruit Tea/Coffee/Elderflower or Lemon & Ginger Cordial Afternoon Tea/Coffee & tray-bake/cake selection Use of Audio Visual Equipment in the room Flipchart with Paper & Pens Council Chamber (minimum 30 people) £26.00 per person Inclusive of VAT @ standard rate Stourport & Bewdley Room Joined (minimum 20 people) £26.00 per person Inclusive of VAT @ standard rate

WYRE FOREST HOUSE COMMERCIAL DELEGATE HALF DAY RATES

HALF DAY DELEGATE RATE OPTION C	HALF DAY DELEGATE RATE OPTION D
Includes:	Includes:
Room Hire (5 hours) AM or PM	Room Hire (5 hours) AM
Tea/Coffee on arrival	Tea/Coffee , Fruit Juice, Pastries & diced Fruit
Mid-morning/Mid-Afternoon Tea/Coffee & biscuits	Platter on arrival
Use of Audio Visual Equipment in the room	 Mid-morning Tea/Coffee & biscuits
Flipchart with Paper & Pens	Room Hire (5 hours) PM
	Tea/Coffee & biscuits on arrival
	Tea/Coffee , Fruit Juice, Cakes & diced Fruit Platter
	mid-afternoon
	Use of Audio Visual Equipment in the room
	Flipchart with Paper & Pens
Council Chamber (minimum 30 people)	Council Chamber (minimum 30 people)
£13.50 per person	£15.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
Stourport & Bewdley Rooms Joined (minimum 20 people)	Stourport & Bewdley Room Joined (minimum 20 people)
£13.50 per person	£15.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
Kidderminster & Rock Rooms Joined (minimum 15 people)	Kidderminster & Rock Rooms Joined (minimum 15 people)
£14.50 per person	£16.00 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
HALF DAY DELEGATE RATE OPTION E (lunch menu 1)	HALF DAY DELEGATE RATE OPTION E (lunch menu 2)
Includes :	Includes:
Room Hire (5 hours) 08.00 – 13.00 hrs.	Room Hire (5 hours) 08.00 – 13.00 hrs.
Tea/Coffee , Fruit Juice, Pastries & diced Fruit Platter on	Tea/Coffee , Fruit Juice, Pastries & diced Fruit Platter on
arrival	arrival
Mid-morning Tea/Coffee & biscuits	Mid-morning Tea/Coffee & biscuits
Lunch menu 1-	Lunch menu 2 –
Choice of filled sandwiches/ baguette/ bagel/roll/	Choice of filled sandwiches
wraps	Smoked Salmon & Cream Cheese Bagel
Choice of crisps	Mini vegetable Quiche
• Cut Fruit	Oriental Chicken Skewer
Tea/Coffee/Elderflower or Lemon & Ginger Cordial	Spinach Pakora
Use of Audio Visual Equipment in the room	Choice of crisps
Flipchart with Paper & Pens	• Cut Fruit
	Tea/Coffee/Elderflower or Lemon & Ginger Cordial
	Use of Audio Visual Equipment in the room
	Flipchart with Paper & Pens
Council Chamber (minimum 30 people)	Council Chamber (minimum 30 people)
£20.50 per person	£23.00 per person Inclusive of VAT @ standard rate
Inclusive of VAT @ standard rate	Stourport & Bewdley Room Joined (minimum 20 people)
Stourport & Bewdley Rooms Joined (minimum 20 people)	£23.00 per person
£20.50 per person Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
Kidderminster & Rock Rooms Joined (minimum 15 people)	Kidderminster & Rock Rooms Joined (minimum 15 people)
£22.50 per person	£24.50 per person
Inclusive of VAT @ standard rate	Inclusive of VAT @ standard rate
inclusive of VAT @ Standard rate	mousive of var e standard rate