

Saffron Walden Town Council

Review of Hire costs for 2018-19

Product Code	Product Description	Unit	Sell Price	VAT	Gross	Product Description	Unit	Proposed	10% discount
CURRENT						PROPOSED			
AH1	Assembly Hall - Commcl - Mon-Thurs	Hour	34.17	6.83	41.00	Assembly Hall Mon-Thurs 8.00 to 16.00	Hour	41.00	
AH2	Assembly Hall - Commcl - Fri-Sun	Hour	52.50	10.50	63.00	Assembly Hall Fri- Sat 16.00 to 23.00	Hour	63.00	
CC1	Council Chamber - Commcl Mon-Thurs	Hour	17.50	3.50	21.00	Council Chamber - Mon-Thurs 8.00 to 16.00	Hour	21.00	
CC2	Council Chamber - Commcl Fri-Sun	Hour	27.50	5.50	33.00	Council Chamber - Fri - Sat 16.00 to 23.00	Hour	33.00	
COM1	Committee Room - Commcl mon-Thurs	Hour	10.00	2.00	12.00	Committee Room - Mon-Thurs 8.00 to 16.00	Hour	14.00	12.60
COM2	Committee Room - Commcl Fri-Sun	Hour	10.83	2.17	13.00	Committee Room - Fri - Sat 16.00 to 23.00	Hour	16.00	14.40
CR1	Court Room - Commcl Mon-Thurs	Hour	17.50	3.50	21.00	Court Room - Mon-Thurs 8.00 to 16.00	Hour	24.00	21.60
CR2	Court Room - Commcl Fri-Sun	Hour	27.50	5.50	33.00	Court Room - Fri-Sat 16.00 to 23.00	Hour	37.00	33.30
SR1	Scrivener Room - Commcl Mon-Fri	Hour	10.00	2.00	12.00	Scrivener Room - Mon-Thurs 8.00 to 16.00	Hour	14.00	12.60
SR2	Scrivener Room - Commcl Fri-Sun	Hour	10.83	2.17	13.00	Scrivener Room - Fri-Sat 16.00 to 23.00	Hour	16.00	14.40
PAT	PAT Testing	Per item	2.00	0.40	2.40	PAT Testing	Per item	2.50	

Kitchen Hour 5.00
 PA System one off set up charge 30.00
 Sound system, private arrangement between hirer and qualified users n/a
Sunday bookings are by negotiation, the fee to reflect staff on double time

CURRENT						PROPOSED			
AH9	Assembly Hall AmDram Rate (5 consecutive	Day	108.34	21.67	130.01	AM DRAMS: Propose to carry forward current rates into 2018-19 to honour bookings already taken. To be reviewed in 2018-19 with a view to either charging the Full Rates (as above) with Am Dram groups applying to Council for Community Grants to subsidise them or increasing the charges in line with other areas.			
CC9	Council Chamber AmDram (5 consecutive	Day	67.50	13.50	81.00				
COM9	Committee Room AmDram Rate (5	Day	25.00	5.00	30.00				
CR9	Court Room AmDram Rate (5 consecutive	Day	67.50	13.50	81.00				
SR9	Scrivener Room AmDram Rate (5	Day	25.00	5.00	30.00				

BS1	Hire of Bandstand	Hour	11.00	-00	11.00	Hire of Bandstand	Day	20.00	
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COMMON0	Hire of Common - Std Rate	Hour	175.00	-00	175.00	Hire of Common - Std Rate	Hour	100.00	
COMMON2	Hire of Common Fun Fair - Non Operating day	Day	75.00	-00	75.00	Hire of Common Fun Fair - Non Operating day	Day	75.00	
COMMON3	Hire of Common Fun Fair - Operating day	Day	150.00	-00	150.00	Hire of Common Fun Fair - Operating day	Day	150.00	
COMMON4	Hire of Common Circus - Non Operating day	Day	75.00	-00	75.00	Hire of Common Circus - Non Operating day	Day	75.00	
COMMON5	Hire of Common Circus - Operating day	Day	150.00	-00	150.00	Hire of Common Circus - Operating day	Day	150.00	
COMMON6	Hire of Common Commercial Enterprises	Day	250.00	-00	250.00	Hire of Common Commercial Enterprises	Day	300.00	

OOS1	Anglo-American, Lime Ave. Green Mile	Session				Anglo-American, Lime Ave. Green Mile	Hour	10.00	
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GA1	Hire of Golden Acre (no staffing required)	Hour	12.00	-00	12.00	Hire of Golden Acre Mon-Sat 8.00 to 23.00	Hour	14.00	12.60
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PROPOSED				PROPOSED					
WEDDINGS		Monday to Thursday			WEDDINGS		Friday and Saturday		
		Morning/ Afternoon	All day 8 to 11pm	2 consec days			Morning/ Afternoon	All day 8 to 11pm	2 consec days
VAT incl.	Assembly Hall - from	400			Assembly Hall - from				
	(assumes major event would require both)	Ass Hall & Court Rm	1,200	1,700	(assumes major event would require both)	Assembly Hall & Court Rm	1,500	2,000	
VAT incl.	Court Room - from	275			Court Room - from				
VAT incl.	Council Chamber (and Committee Room)	150			Council Chamber (and Committee Room)				

No VAT	Bridge End Garden - Walled Garden	375	1,100	1,500	Bridge End Garden - Walled Garden	500	1,500	1,800
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CURRENT						PROPOSED		
BEG1	Hire of Walled Garden	Hour	80.00	-00	80.00	Hire of Walled Garden	Hour	80
BEG2	Hire of Walled Garden/Event	Hire	500.00	-00	500.00	Hire of Walled Garden/Event	Hire	500
BEG3	Hire of Main Lawn	Hour	80.00	-00	80.00	Hire of Main Lawn	Hour	80
BEG4	Hire of Maze	Hour	15.00	-00	15.00	Hire of Maze	Hour	n/a
BEG5	Hire of Lights and setup/take down	Hire	160.00	-00	160.00	Hire of Lights and setup/take down	Hire	n/a
BEG6	Hire of Garden for Wedding package	Hire	800.00	-00	800.00	Hire of Garden for Wedding package	Hire	See above

Monday to Thursday				Friday and Saturday			
WEDDINGS				WEDDINGS			
	Morning/ Afternoon	All day 8 to 11pm	2 consec days		Morning/ Afternoon 8 to 11pm	All day	2 consec days
Assembly Hall - from	400.00			Assembly Hall - from	550.00		
VAT	66.67			VAT	91.67		
NET	333.33			NET	458.33		
(assumes major event would require both)		1,200.00	1,700.00	(assumes major event would require both)		1500	2000.00
Ass Hall & Court Rm		200.00	283.33	Ass Hall & Court Rm	250.00		333.33
VAT				VAT			
NET		1,000.00	1,416.67	NET	1250.00		1666.67
Court Room - from	275.00			Court Room - from	325.00	450	
VAT	45.83			VAT	54.17	75.00	
NET	229.17			NET	270.83	375.00	
Council Chamber (and Committee Room)	150.00			Council Chamber (and Committee Room)	200.00	400	
VAT	25.00			VAT	33.33	66.67	
NET	125.00			NET	166.67	333.33	
Bridge End Garden - Walled Garden	375.00	1,100.00	1,500.00	Bridge End Garden - Walled Garden	500.00	1500	1800.00
Non VATable				Non VATable			

EXAMPLE	Over time/half	£21	All day 7 hours	2 consec 14 hours	£147	£294	All day 14 hours	2 consec 28 hours	Total
	Town Hall Net of VAT less salaries		6 weddings	1 wedding	853	1,123	2 weddings	1 wedding	10
	10 weddings a year 7 weekday 3 weekend				5,118	1,123	956	1,079	
	Bridge End Garden - less salaries				953	1,206	1,912	1,079	9,231
	10 weddings a year 7 weekday 3 weekend				5,718	1,206	1,206	1,212	10,548
							2,412	1,212	19,779
	Over time/half (caretaker rate)	£12	7 hours	14 hours	£84	£168	14 hours	28 hours	Total
	Town Hall Net of VAT less salaries		6 weddings	1 wedding	916	1,249	£168	£336	10
	10 weddings a year 7 weekday 3 weekend				5,496	1,249	1,082	1,331	
	Bridge End Garden - less salaries				1,016	1,332	2,164	1,331	10,239
	10 weddings a year 7 weekday 3 weekend				6,096	1,332	1,332	1,464	11,556
							2,664	1,464	21,795