

**REPORT TO:** Executive Sub Board Committee

**DATE** 10<sup>th</sup> September 2009

**REPORTING OFFICER:** Strategic Director, Health & Community

**SUBJECT:** Halton Lea Library – Meeting Room Hire Charges

**WARDS:** Borough-wide

**1. PURPOSE OF REPORT**

1.1 The purpose of this report is to set out the proposed charges for the hire of the meeting rooms in the newly refurbished Halton Lea Library

**2. RECOMMENDATION: That the charges as proposed are approved**

**3. SUPPORTING INFORMATION**

3.1 The refurbishment of Halton Lea Library, funded by the Big Lottery Community Libraries programme has just been completed. This has increased the number of meeting rooms that are now available for hire.

3.2 To take account of the varying sizes of each of these rooms, the current scale of charges needs to be revised.

3.3 The proposed pricing structure reflects the size of each of the rooms and is in line with the charges levied for other Council community facilities.

3.4 The proposed charges are attached as an appendix.

**4. POLICY IMPLICATIONS**

None

**5. FINANCIAL IMPLICATIONS**

5.1 Income from hires contribute to the overall income targets for the service.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children & Young People in Halton**

None identified.

### **6.2 Employment, Learning & Skills in Halton**

None identified.

### **6.3 A Healthy Halton**

None identified.

### **6.4 A Safer Halton**

None identified.

### **6.5 Halton's Urban Renewal**

None identified.

## **7. RISK ANALYSIS**

- 7.1 Income from charges is part of the council's overall budgeting strategy and the levels of charge will be reviewed after six months.

## **8. EQUALITY AND DIVERSITY ISSUES**

The council's charges are structured and are at a level designed to enable the use of services by everyone in the community irrespective of individual circumstances. The new charges have been set at a level that continues to facilitate this.

## **9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None under the meaning of the Act

## APPENDIX 1

### PROPOSED SCALE OF HIRE CHARGES 1<sup>st</sup> September 2009 – 31<sup>st</sup> March 2010

#### HALTON LEA LIBRARY

#### 1. COMMUNITY USE

Room		CURRENT RATE	Room		PROPOSED RATE
Meeting Room	Per hour	£5.30	Meeting Room 1	Per hour	£5.50
			Meeting Room 2	Per hour	£7.50
			Meeting Room 3	Per hour	£7.50
Large Meeting Room (Auditorium)	Per hour	£10.60	Meeting Rooms 2 & 3	Per hour	£15.00
			Meeting Room 4	Per hour	£3.00
Computer Suite		£7.30	Meeting Room 5 - Computer Suite	Per hour	£7.50
			Meeting Room 6	Per hour	£5.50
			Meeting Room 7	Per hour	£4.00

- **Block Bookings**

Less 15% in respect of 10 or more bookings made at any one time.

- **Equipment**

Training kitchen / Laptops - available by arrangement with the Manager - £3 per session

- **Free Lettings**

New activities and groups initiated by the Manager may, in their initial period of operation,

receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should

then be considered a community user paying the appropriate rate.

#### 2. PRIVATE AND COMMERCIAL GROUPS

- The above charges increased by 25% and 50% respectively and cumulatively
- Performing Rights – 5% of the total booking charge (excluding any discount).

### **3. OTHER**

- Use other than those in 1 or 2, by negotiation with the Manager.

## **NOTES FOR GUIDANCE TO APPLICANTS**

### **1. Payment of Charges (Private and Casual Bookings)**

A deposit shall be paid in advance and the balance must be paid prior to use.

### **2. Approval of Applicants**

No application must be regarded as accepted until official approval has been received and the

deposit paid. In addition, all applicants must agree to the booking conditions.

### **3. Preparation and Tidying Up**

The hours booked must cover the use of the rooms by organisers for any preparatory work

required prior to the function and for tidying up afterwards.

### **4. Catering Service**

Refreshments and Catering services can be provided on request.