

# SALISBURY CITY COUNCIL

## Report

**Subject** : Guildhall Fees and Charges  
**Committee** : Finance and Governance  
**Date** : 02 November 2020  
**Author** : Joanna Wood, Business Manager

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### 1. Report Summary:

1.1. This report introduces a revised fees and charges structure for the Guildhall, Market Place & Guildhall Square, and Cross Street banners.

### 2. Background:

2.1. The Business Manager has reviewed the current charging structure of the Guildhall and its associated outdoor spaces and proposes changes in order to simplify and clarify the charging structure.

2.2. A charge for overnight use of the Guildhall Square and Market Place has also been introduced. Previously this time period was not allocated a tariff and historically no charges have been collected for this period.

2.3. The report also shows revised charges for Cross Street Banners.

### 3. Proposed charges:

3.1. Overall the fees and charges have not increased. The proposed new charges are shown at Annex A. The session times have been adjusted. These session times now more accurately reflect how the spaces are used by hirers and does not limit how the Council can hire out the building.

3.2. A new charge for the overnight use of the Market Place or Guildhall Square has been introduced.

3.3. For information the previous charging structure is shown at Annex B.

3.4. When developing the income profile for the Guildhall and its outdoor spaces in the next financial year as part of the budget setting programme, the RFO will note any changes to the fees and charges. So the setting of these charges may impact the Council's overall budget.

3.5. Therefore it is recommended that Full Council are asked to approve these fees and charges at their next meeting. This will ensure that the integrity of the budget setting programme is maintained and that these fees and charges are considered as part of the wider budget setting process.

### 4. Recommendation:

It is recommended that the Committee:

4.1. Agree to recommend to Full Council at its next meeting that the fees and charges as shown in Annex A of the report are adopted from 1 Apr 2020 and

### 5. Wards Affected: All

## 6. **Background Papers:**

6.1. Annex A - Proposed Fees and Charges (attached)

6.2. Annex B - Existing Fees and Charges (attached)

## 7. **Implications:**

7.1. **Financial:** As shown in this report

7.2. **Legal:** None in relation to this report

7.3. **Personnel:** None in relation to this report

7.4. **Environmental Impact:** None in relation to this report

## Annex A to Report to F&G Committee Dated 02 Nov 2020

### Proposed Fees and Charges

#### Guildhall Room Hire (All prices are subject to VAT)

	Banqueting Hall		Crown Court	
	Mo – Th	Fr - Su/BH	Mo – Th	Fr - Su/BH
	£	£	£	£
5 hrs min. hire (0700 – 1700)	255	365	180	285
Additional Hourly Rate (beyond 5 hr min hire)	50	75	35	55
Evening (1700-0000)	445	565	325	450
Full Day (0700 – 0000hrs)	810	1160	585	840
Midnight to 2am (per hour)	100	150	75	100

	GJR or Oak Court		Mayor's Parlour **
	Mo – Th	Fr - Su/BH	When booked with another room
	£	£	
5 hrs min. hire (0700 – 1700hrs)	155	215	100
Additional Hourly Rate (beyond 5 hr min hire)	30	45	
Evening (1700-0000)	240	325	
Full Day (0700 – 0000hrs)	305	405	
Midnight to 2am (per hour)	50	70	

Additional Services: (All prices are subject to VAT)	
Tea / Coffee with biscuits	£2 per person per serving
Tea / Coffee with pastries	£3 per person per serving
Orange/Apple Juice	£1 per person per serving
Bottled Mineral Water	£3.50 per bottle

Prosecco on arrival	£3 per person
Use of PA/AV Suite	£50
Use of Staging	£30
Red Carpet	£300
Tablecloths	£12
Town Crier ( <i>if available</i> )	£75

**Conferencing Charges** (All prices are subject to VAT)

	Banqueting Hall	Banqueting Hall
No of Delegates	Up to 50	51 to 120
Full / Half Day per person	£40 / £20	£36 / £18

	Crown Court	Grand Jury Room
No of Delegates	15 to 75	12 to 35
Full / Half Day per person	£34 / £17	£30 / £15

**Services Included:**

*Room hire and table cloths; Tea and Coffee plus pastry on arrival, with availability throughout the day; Mints and bottled mineral water; Flip chart, paper and pens; Paper, pens and pencils for delegates; Use of audio visual and IT facilities and staging*

**Wedding Packages – For Up to 120 Guests** (All prices are subject to VAT)

**Bronze:** £750

Use of the Banqueting Hall from 1pm until midnight and use of our tables and chairs, PA system.

**Silver:** £1450

Use of the Banqueting Hall and Crown Court or Oak Court from 8am until midnight and use of our tables and chairs, PA system.

**Gold:** £3200

Use of the entire building from 1pm the previous day and use of our tables and chairs, PA system.

**Guildhall Square & Market Place Hire Charges (VAT exempt)**

Sessions	Half Day (5 hours)	Full day (0700 – 0000hrs)	Overnight (0000 – 0700hrs)
Guildhall Square	£100.00	£200.00	£50
Market Place (full area)	£250.00	£500.00	£50
Market Place (partial use)	£100.00	£200.00	£50
Poultry Cross	£50.00	£100.00	£50

**Cross Street Banner Hire Charges**

Session	Regular Rate	Net	VAT	Gross
Daily		£9.00	£1.80	£10.80
	Charity Rate			
Daily		£7.00		£7.00

## Annex B to Report to F&G Committee Dated 02 Nov 2020

### Current Fees and Charges

#### Guildhall Room Hire *All prices are subject to VAT*

	Banqueting Hall		Crown Court	
	Mo – Th £	Fr - Su/BH £	Mo – Th £	Fr - Su/BH £
Day up 5 hrs (am or pm)	255	365	180	285
Day 5 to 10 hrs	480	655	305	495
Eve up to 6 hrs (6pm +)	380	485	280	385
Day & Eve up to 12 hrs	555	795	405	555
Midnight to 2am (per hour)	100	150	75	100

	GJR or Oak Court		Mayor's Parlour **	
	Mo – Th £	Fr - Su/BH £	Mo – Fr £	Sa - Su/BH £
Day up 5 hrs (am or pm)	155	215	60	155
Day 5 to 10 hrs	255	380	95	155
Eve up to 6 hrs (6pm +)	205	280	145	155
Day & Eve up to 12 hrs	305	405	195	275
Midnight to 2am (per hour)	50	70	30	50

*\*\* Mayor's Parlour: Fees Mon - Fr apply to Sa - Sun/BH when booked with another room & capped at £90*

<b>Additional Services:</b> <i>All prices are subject to VAT</i>	
Tea / Coffee with biscuits	£2 per person per serving
Tea / Coffee with pastries	£3 per person per serving
Use of PA System	£30
Use of Staging	£30
Red Carpet	£300
Use of Projector	£15
Use of Screen	£15
Tablecloths	£15
Town Crier	£75

#### Conferencing Charges *All prices are subject to VAT*

	Banqueting Hall	Banqueting Hall
No of Delegates	Up to 50	51 to 120
Full / Half Day per person	£40 / £20	£36 / £18

	Crown Court	Grand Jury Room
No of Delegates	15 to 75	12 to 35
Full / Half Day per person	£34 / £17	£30 / £15

**Services Included:**

Room hire and table cloths; Tea and Coffee plus pastry on arrival, with availability throughout the day; Sweets and water; Flip chart, paper and pens; Paper, pens and pencils for delegates; Use of audio visual and IT facilities and staging

**Wedding Packages – For Up to 120 Guests** *All prices are subject to VAT***Bronze:** £700

Use of the Banqueting Hall from 1pm until midnight and use of our tables and chairs, PA system and staging.

**Silver:** £1450

Use of the Banqueting Hall and Crown Court or Oak Court from 8am until midnight and use of our tables and chairs, tablecloths, napkins, PA system and staging.

**Gold:** £2400

Use of the Banqueting Hall, Crown Court, Oak Court and Grand Jury Room from 8am until midnight and use of our tables and chairs, tablecloths, napkins, PA system and staging.

**Platinum:** £3200

Use of the entire building including the Banqueting Hall, Crown Court, Oak Court and Grand Jury Room from 8am until midnight and use of our tables and chairs, tablecloths and napkins, PA system, staging, cutlery, crockery, glassware, table number holders, chair covers, coloured sashes, favours and red carpet.

**Guildhall Square & Market Place Hire Charges** *VAT exempt*

Sessions	Site	Per Day
8am - 1pm; or 1pm – 6pm; or 6pm - Midnight	Guildhall Square	£100.00
	Market Place	£250.00
	Poultry Cross	£50.00
8am - 6pm	Guildhall Square	£200.00
	Market Place	£500.00
	Poultry Cross	£100.00

**Cross Street Banner Hire Charges**

Session	Site	Net	VAT	Gross
Daily	Minster Street	£9.00	£1.80	£10.80
	High Street - Waterstones	£9.00	£1.80	£10.80
	High Street - Swintons	£9.00	£1.80	£10.80
	<b>Charity Rate</b>			
Daily	Minster Street	£7.00		£7.00
	High Street - Waterstones	£7.00		£7.00
	High Street - Swintons	£7.00		£7.00

*Discounts are available for multiple bookings*