

**NORTH LINCOLNSHIRE COUNCIL**

**ASSET AND ESTATE MANAGEMENT,  
SPORT, LEISURE AND CULTURE  
CABINET MEMBER**

**WATERS' EDGE BUSINESS AND VISITOR CENTRE ROOM CHARGES**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To approve the new pricing structure for the meeting and education room facilities at Waters' Edge Visitor Centre.
- 1.2 The item is urgent as the pricing structure needs to be in place by 31 March 2012 in order to meet audit requirements.

**2. BACKGROUND INFORMATION**

- 2.1 Waters' Edge Business and Visitor Centre has one conference room and an Education Room. Both are available for meetings and courses.
- 2.2 The ground floor Lakeside Education Room is currently under-used. Schools visit us but spend their time out in the park. They only use the room to eat their lunch in. We are now working with colleagues at Normanby Hall to improve our schools offers.
- 2.3 Both rooms are used for courses, craft fairs and events during the year. These are popular with visitors but do not bring in significant income.
- 2.4 There are plenty of business meeting rooms in Barton. In order to attract people our prices must be competitive.
- 2.5 The proposed charges and discount rates are attached to this report in appendix 1.

**3. OPTIONS FOR CONSIDERATION**

- 3.1 There are two options to consider - to approve the discounts or to charge everyone the full rate.

#### 4. ANALYSIS OF OPTIONS

4.1 **Option 1:** We feel that by offering these discounts it will attract more people and bring in more income. The Lakeside Education Room will still be available free of charge for use by schools who book in advance.

4.2 **Option 2:** Do not offer discounts. Our competitors offer discounts and we could lose bookings.

#### 5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 The proposals will maximise income at the centre.

#### 6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

6.1 None

#### 7. OUTCOMES OF CONSULTATION

7.1 N/A

#### 8. RECOMMENDATIONS

8.1 That the Cabinet Member approves the new pricing structure with immediate effect.

DIRECTOR OF INFRASTRUCTURE SERVICES

Civic Centre  
Ashby Road  
Scunthorpe  
DN16 1AB

Author: Christine Edwards

Date: 15.03.2012

**Background Papers used in the preparation of this report:** None

**Mike Holden & Lakeside Education Room**

Standard costs				Cost	Vat 20%	Total
Per day	09:00	to	17:00	£85.00	£17.00	£102.00
Per half day	09:00	to	13:00	£65.00	£13.00	£78.00
Per half day	13:00	to	17:00	£65.00	£13.00	£78.00
Evening	17:00	to	20:00	£85.00	£17.00	£102.00
Discounted rate (12 or more bookings)				Cost	Vat 20%	Total
Per day	09:00	to	17:00	£45.00	£9.00	£54.00
Per half day	09:00	to	13:00	£35.00	£7.00	£42.00
Per half day	13:00	to	17:00	£35.00	£7.00	£42.00
Evening	17:00	to	20:00	£85.00	£17.00	£102.00
Discount (education bookings)				Cost	Vat 20%	Total
Per day	09:00	to	17:00	£0.00	£0.00	£0.00
Per half day	09:00	to	13:00	£0.00	£0.00	£0.00
Per half day	13:00	to	17:00	£0.00	£0.00	£0.00
Evening	17:00	to	20:00	£85.00	£17.00	£102.00

**Lakeside Education Room**

Special events				Cost	Vat 20%	Total
Per day				£20.83	£4.17	£25.00
Per weekend				£41.67	£8.33	£50.00

Special events where the hirer is not a business, but where money is taken or goods are sold. e.g. exhibitions where the artist may sell the exhibits

Other special events include courses appropriate to the ethos of the centre. In these instances the room will be provided free of charge and a levy of 50p per pupil or 10% of takings (whichever is the greater) will be charged. The tutor will keep the balance of the charge for the course in lieu of a fee.

**Breakout room - available if booked with Mike Holden or Lakeside rooms**

Standard costs				Cost	Vat 20%	Total
Per day				£22.50	£4.50	£27.00
Per half day				£17.50	£3.50	£21.00
Evening				£42.50	£8.50	£51.00

**Sales area (2m wide x 1.5m deep)**

Standard costs				Cost	Vat 20%	Total
Per day				£12.50	£2.50	£15.00
Weekend				£20.83	£4.17	£25.00
Advertised events				Cost	Vat 20%	Total
Per day				£16.67	£3.33	£20.00
Weekend				£29.17	£5.83	£35.00
Hire of table				£4.17	£0.83	£5.00

Introductory trial: free of charge	£0.00	£0.00	£0.00
N.B. A trial day/weekend may be given for the stallholder to assess benefit			

Hire of Lakeside Room to Honeypot Café for special occasions etc. (per day)				Cost	Vat	Total
				£8.33	£1.67	£10.00

**Other charges**

Schools	Pre-booked educational trips	Free of charge
Educational establishments	Pre-booked educational trips	Free of charge
Educational establishments	Staff meeting	Full price
Charities	Not fundraising	Free of charge
Charities	When fundraising	Discounted rates
Friends of Waters' Edge group	Daytime meetings (subject to availability)	Free of charge