

Record of officer decision

Decision title:	Change of charges for room hire at Herefordshire Archives and Records Centre	
Date of decision:	September 2 nd 2019	
Decision maker:	Museums Libraries & Archives Manager	
Authority for delegated decision:	The Chief Executive's Scheme of Delegation	
Ward:	Building based in Dinedor Hill but service accessed from across the county	
Consultation:	None	
Decision made:	To amend the charges for room hire at Herefordshire Archives and Records Centre	
Reasons for decision:	<p>To bring the charges at HARC into line with charges made for room hire at other Herefordshire Council buildings. The rooms for hire at HARC will be advertised on the Council's website alongside rooms for hire at other Council venues so this will enable a consistency of approach across the organization. HARC will be able to liaise with other sites across the organization to offer an alternative venue to clients on a reciprocal basis.</p> <p>In addition, previous hire periods at HARC had been in half day blocks. A number of potential hirers had been put off by this as they wished to book by the hour so this change should also facilitate increased use and income generation.</p> <p>The new charges will be</p>	
	Jim Tonkin Room, including AV equipment per hour (9-5, Monday-Friday) standard rate	£18
	Jim Tonkin Room, including AV equipment per hour (9-5, Monday-Friday) charity rate	£12
	Jim Tonkin Room , including AV equipment per hour outside standard hours	Price on application
	Butterfield Room per hour (9-5, Monday-Friday) standard rate	£9
	Butterfield Room per hour (9-5, Monday-Friday) charity rate	£6
	Butterfield room per hour outside standard hours	Price on application
	Hot drinks (tea,coffee,milk,sugar per cup)	75p
	Hot water only per cup	65p
	Consulting room per half day	£10
	Hire of atrium for commercial gallery space per week)	£150.00
Highlight any associated risks/finance/legal/equality considerations:	None	

Details of any alternative options considered and rejected:	Keeping the existing arrangements. This was rejected in order to increase the opportunity for income generation and to provide a consistent charging structure across the organization.
Details of any declarations of interest made:	None

Signed:

Date: