

Title of meeting: Cabinet Member for Culture, Leisure and Sport

Date of meeting: 8 February 2013

Subject: Fees & Charges – Museums & Archives

Report by: Head of City Development and Cultural Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 The purpose of the report is to propose a number of changes to the fees and charges for museum and archive related activities for 2013.

2. Recommendations

2.1 That fees and charges remain the same as 2012/13 with the following exceptions:

- **Venue hire charges at Southsea Castle are revised as shown in Appendices A, B and C as requested by our partner Yellow Kite.**
- **The service recovers the cost of preparing items for loan to other museums and similar organisations including materials and staff time.**
- **Normandy Veterans visit the D-Day Museum free of charge and serving armed forces personnel visit at the same concessionary rate as Children/Student and Leisure Card holders.**

2.2 That officers test the potential for introducing a charge for special activities including some hands on sessions for families and workshops and ‘master-classes’ targeted at adults, with a minimum 40% discount for Leisure Card holders.

3. Background

3.1 Fees and charges are reviewed annually and the income received from admissions, venue hire etc remains an important element of the service’s revenue budgets. Charges cover a range of activities and include:

- Admission charges (D-Day Museum and Dickens' Birthplace)
- Venue Hire (including Southsea Castle)
- Use of images (reproduction fees)
- Research and related costs
- Led education sessions

4. Reasons for recommendations

4.1 At the present time we believe it would be counter-productive to increase MRS charges. It is important that people continue to visit our museums and regard them as valued and readily available – ie mostly free - family and community amenities.

4.2 Southsea Castle Venue Hire

The exception is the venue hire charge at Southsea Castle where the changes reflect the business needs of Yellow Kite. The changes are:

2013

- Reduce the daytime meeting room rate to £60 (from £120), Monday to Friday and increase the evening rate to £250 Tuesday to Thursday, £275 Friday and £350 Saturday, Sunday and Bank Holidays.
- Increase the New Years Eve rate by 50% of the standard charge (from 30%)
- Reduce the rate for November to 30% of the standard charge (from 25%)
- No longer offer Southsea Castle for venue hire in December (apart from New Years Eve), January and February due to the inhospitability of the site.
- Offer a reduction of 25% for bookings up to one calendar month ahead of the event.

2014

- To increase to the wedding hire rate to £2,000 for Monday to Thursday and £2,600 for Friday to Sunday and Bank Holidays.

2015

- To increase the wedding rate from to £2750 (from £2600) for Friday to Sunday and Bank Holidays.

4.3 Cost of preparing loans

In addition, it is proposed that the service recoups the cost of preparing items for loan to other museums and institutions. Lending items to other museums is a key part of our activity and we are keen to broaden access to the city's heritage through loans (and the city also benefits from items lent to us – including most recently Dickens' Manuscripts lent by the British Library and The Dickens Museum).

Costs may include new frames or glass, cleaning, making packaging cases and packaging material etc as well as staff time in preparing the loan. The charge will cover any costs incurred.

4.4 D-Day Museum admission charges

Normandy Veterans (members of the Normandy Veterans Association) currently visit the D-Day Museum free of charge. This free admission was not picked up by previous reports and so is flagged up now. Given Portsmouth's historic links with the armed forces, and in the spirit of the armed forces community covenant signed by the council in March 2012, it is also proposed that serving armed forces personnel are offered a concessionary admission charge for the D-Day Museum at the same rate as Children / Students and Leisure Card Holders.

4.5 Scoping charges for workshops

It is also suggested that we test the market for charged activity programmes. Initially we propose to trial charging for some special hands-on activities for families and also workshops designed for adults – for example the forthcoming weaving workshop planned for February Half Term.

The aim is to recover some of the cost of providing such events – materials and the cost of the specialist delivering them.

We aim to ensure our prices are competitive by benchmarking against similar provision. It would be beneficial at this stage to allow charges to be flexible (rather than fixed). When charging for an event or workshop a discount of at least 40% would be offered to Leisure Card Holders.

5. Equality impact assessment (EIA)

5.1 A preliminary EIA has been submitted.

6. Head of Legal, Licensing & Registrars' comments

6.1 The proposal to charge for special activities, if taken forward, will need to be the subject of consultation and a completed Equalities Impact Assessment.

7. Head of Finance's comments

7.1 Fees and charges will not be subject to an inflationary increase as it is likely that even a very small increase in the charges may have a significant impact on visitor numbers.

7.2 The recovery of costs relating to the loan of items to other organisations and the potential additional income that may be earned through special activities will generate new income streams for the MRS service.

Signed by:
Stephen Baily
Head of City Development & Cultural Services

- Appendices:**
- A Venue Hire Charges 2013 (Southsea Castle)
 - B Venue Hire Charges 2014 (Southsea Castle)
 - C Venue Hire Charges 2015 (Southsea Castle)

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by Cabinet Member for Culture, Leisure and Sport on 8 February 2013.

Signed by:
Cabinet Member for Culture, Leisure and Sport

Appendix A
VENUE HIRE CHARGES 2013 – Southsea Castle

	Charge per hire (£) (25% discount for charities / 3 rd sector organisations)		
	Monday- Thursday	Friday	Saturday & Sunday & Bank Holidays
Marquee only			
Daily rate, 10am to 5pm	450	500	600
Evening rate, 7pm to 11pm	730	1200	1200
Meeting room only			
Daily rate, 10am to 5pm	60	60	150
Evening rate, 7pm to 11pm	250	275	350
Café area and West Courtyard			
Daily rate (Monday only) 10am to 5pm	400	NA	NA
Evening rate, 7pm to 11pm	400	450	500
Wedding rate			
Evening, 5pm to midnight	1800	2420	2420
The Keep			
Evening rate, 7pm to 12 midnight	2,200		
Daily Rate (excluding Monday)*	500 NA Mondays	500	1000
New Years Eve			
31 December (New Years Eve)	50% increase on all charges		
November Bookings			
All charges	30% reduction on all charges		
December, January and February (except NYE)			
Not generally available for venue hire at this time of year due to inhospitability of site.			
Half day rate			
5h period (9am-1pm, 12-5pm), all areas listed above	60% of day rate		
Hourly rate (Marquee)	65	75	90
Reduction for late bookings			
All charges, up to one calendar month ahead	25% reduction		
Bank Holidays to be charged at weekend rates			

* **The Keep** - available 12 times between March and October during normal opening hours, 10am to 5pm, for corporate hire.

Appendix B
VENUE HIRE CHARGES 2014 – Southsea Castle

	Charge per hire (£) (25% discount for charities / 3 rd sector organisations)		
	Monday- Thursday	Friday	Saturday & Sunday & Bank Holidays
Marquee only			
Daily rate, 10am to 5pm	450	500	600
Evening rate, 7pm to 11pm	730	1200	1200
Meeting room only			
Daily rate, 10am to 5pm	60	60	150
Evening rate, 7pm to 11pm	250	275	350
Café area and West Courtyard			
Daily rate (Monday only) 10am to 5pm	400	NA	NA
Evening rate, 7pm to 11pm	400	450	500
Wedding rate			
Evening, 5pm to midnight	2,000	2,600	2,600
The Keep			
Evening rate, 7pm to 12 midnight	2,200		
Daily Rate (excluding Monday)*	500 NA Mondays	500	1000
New Years Eve			
31 December (New Years Eve)	50% increase on all charges		
November Bookings			
All charges	30% reduction on all charges		
December, January and February (except NYE)			
Not generally available for venue hire at this time of year due to inhospitability of site.			
Half day rate			
5h period (9am-1pm, 12-5pm), all areas listed above	60% of day rate		
Hourly rate (Marquee)	65	75	90
Reduction for late bookings			
All charges, up to one calendar month ahead	25% reduction		
Bank Holidays to be charged at weekend rates			

The Keep - available 12 times between March and October during normal opening hours, 10am to 5pm, for corporate hire.

Appendix C
VENUE HIRE CHARGES 2015 – Southsea Castle

	Charge per hire (£) (25% discount for charities / 3 rd sector organisations)		
	Monday- Thursday	Friday	Saturday & Sunday & Bank Holidays
Marquee only			
Daily rate, 10am to 5pm	450	500	600
Evening rate, 7pm to 11pm	730	1200	1200
Meeting room only			
Daily rate, 10am to 5pm	60	60	150
Evening rate, 7pm to 11pm	250	275	350
Café area and West Courtyard			
Daily rate (Monday only) 10am to 5pm	400	NA	NA
Evening rate, 7pm to 11pm	400	450	500
Wedding rate			
Evening, 5pm to midnight	2,000	2,750	2,750
The Keep			
Evening rate, 7pm to 12 midnight	2,200		
Daily Rate (excluding Monday)*	500 NA Mondays	500	1000
New Years Eve			
31 December (New Years Eve)	50% increase on all charges		
November Bookings			
All charges	30% reduction on all charges		
December, January and February (except NYE)			
Not generally available for venue hire at this time of year due to inhospitability of site.			
Half day rate			
5h period (9am-1pm, 12-5pm), all areas listed above	60% of day rate		
Hourly rate (Marquee)	65	75	90
Reduction for late bookings			
All charges, up to one calendar month ahead	25% reduction		
Bank Holidays to be charged at weekend rates			

* **The Keep** - available 12 times between March and October during normal opening hours, 10am to 5pm, for corporate hire.