
RAYLEIGH WINDMILL – WEDDING CHARGES

1 SUMMARY

- 1.1 The purpose of this report is to seek Members' approval to the suggested charges for the hire of the Rayleigh Windmill for weddings/civil ceremonies.

2 INTRODUCTION

- 2.1 A report was presented to the meeting of the Executive Board of 19 July 2007 that gained approval to apply to Essex County Council for a wedding licence for the Windmill at a cost of £1,400 for three years. The application has now been made and the licence has been awarded.
- 2.2 The report also made reference to looking at the hire costs of similar venues so that a further report could be brought back to the Executive Board with suggested levels of charging.

3 PRICE COMPARISONS AND RESEARCH

- 3.1 Officers have carried out research and discussions with various organisations to ascertain the typical charges for a venue of this nature. They have taken into account the size of the venue and the fact that our maximum numbers are limited to 20. Also, that there are no other reception facilities directly on that site, although Virgin Active's management at the Mill Arts & Events Centre have been involved with putting together a discounted package for people getting married at the Windmill.
- 3.2 The advice received from the Registration Service Business Development Manager at Essex County Council has also been taken into account and has been particularly useful due to the extensive involvement and knowledge that he has of this service across the region.
- 3.3 Information on hire charges was gathered from a number of different venues, particularly those catering for the customers that have smaller guest lists. Within these venues, there were also two other windmills, whose charges were £490 and £600. However, with both of these venues this also included the hire of an area for the reception as well as for the ceremony itself. Other venue prices ranged from £240 to over £6,000, although some of these also included all the reception costs etc.
- 3.4 From the information gathered, and in particular the County Council advice, the suggested hire charges are £250 if the event is to take place Monday – Friday and £350 if it is to take place on a Saturday, Sunday or Bank Holiday. This price would only include the hire of the room and provision of chairs. All decoration of the room i.e. flowers etc. would be the responsibility of the customer.

The hire charge includes the exclusive use of the windmill from 9.30am on the day prior to the event and for up to two hours after the event. If it is necessary

to open the windmill on a subsequent day for the removal of decorations, an additional charge of £10 per hour (with a minimum charge of 3 hours) will be incurred.

- 3.5 It is felt that the above charges are at an appropriate level as it is important that they are not set too high in the initial stages, whilst we are trying to generate interest in the venue. It should also be noted that even though we have not yet produced any specific advertising literature, six enquiries have already been made for weddings during 2008.

4 RESOURCE IMPLICATIONS

- 4.1 The suggested hire charges detailed in section 3.4 of this report would bring in an additional source of income to the Council and would comfortably cover the costs associated with making the Windmill available for weddings and civil ceremonies.

5 RECOMMENDATION

- 5.1 It is proposed that the Board **RESOLVES**

That the hire charges for the Rayleigh Windmill for weddings/civil ceremonies be set at £250 where they take place Monday – Friday and £350 where they take place on a Saturday, Sunday or Bank Holiday.

Jeremy Bourne

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Background Papers:-

None

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