

Approved – Assistant Accountant, Cultural & Leisure	
Approved – Operational Director, Cultural & Leisure	

1. COMMUNITY USE (Non funded organisations)

Room		Community Rate 08/09	Community Rate 09/10	Council Standard Rate 08/09	Council Standard Rate 09/10
Meeting Room 2	Per hour	£10.30	£10.60	£12.90	£13.30
Other Meeting Rooms	Per hour	£5.15	£5.30	£6.45	£6.65

- **Block Bookings**

Less 15% in respect of 10 or more bookings made at any one time.

- **Free Lettings**

New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should then be considered a community user paying the appropriate rate.

- **Performing Rights** – 5% of the total booking charge (excluding any discount).

2. PRIVATE AND COMMERCIAL GROUPS

- The above charges increased by 25% and 50% respectively and cumulatively
- Performing Rights – 5% of the total booking charge (excluding any discount).

3. OTHER

- Use other than those in 1 or 2, by negotiation with the Manager.

NOTES FOR GUIDANCE TO APPLICANTS

1. Payment of Charges (Private and Casual Bookings)

A deposit shall be paid in advance and the balance must be paid prior to use.

2. Approval of Applicants

No application must be regarded as accepted until official approval has been received and the deposit paid. In addition, all applicants must agree to the booking conditions of the Centre.

3. Preparation and Tidying Up

The hours booked must cover the use of the Centre by organisers for any preparatory work required prior to the function and for tidying up afterwards.

4. Catering Service

Refreshments and Catering services can be provided on request.