



PROPOSED SCALE OF HIRE CHARGES 1st April 2011 – 31st March 2012

**COMMUNITY CENTRES –
Castlefields/Ditton/Grangeway/Murdishaw/Upton**

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

1. COMMUNITY GROUPS

		Rate 10-11	Rate 11-12	£ Increase
Hall	Per hour	£7.35	£7.60	£0.25
Small Room	Per hour	£2.65	£2.75	£0.10
Large Room	Per hour	£4.10	£4.25	£0.15
Stage	Per hour	£2.65	£2.75	£0.10
Kitchen	Per hour	£2.15	£2.25	£0.10

Block Bookings

5 % discount 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 which should then be considered a community user paying the appropriate rate.

Any further free lettings would be by agreement with Operational Director, Community Services.

Phonographic Performance Licence – an additional 5% charge of the total booking fee (excluding any discount) for activities featuring recorded music.

2. PRIVATE & COMMERCIAL GROUPS

Kitchen Hire VAT (20%) applies

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

3. OTHER

Events other than those in 1 or 2, including week end rates, by negotiation with the Manager.

NOTES FOR GUIDANCE OF APPLICANTS

1. Payment of Charges (Private and Casual Bookings)

A Non Returnable deposit of 25% of the charge 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.

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.