



**PROPOSED SCALE OF HIRE CHARGES 1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010**

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

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

**1. COMMUNITY GROUPS**

		Rate 08-09	Rate 09-10	£ Increase	% Increase
Hall	Per hour	£6.90	£7.20	£0.30	3%
Small Room	Per hour	£2.50	£2.60	£0.10	3%
Large Room	Per hour	£3.70	£4.00	£0.30	3%
Stage	Per hour	£2.50	£2.60	£0.10	3%
Kitchen	Per hour	£2.00	£2.10	£0.10	3%

**Block Bookings**

Less 10 % 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, Cultural & Leisure Services.

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

**2. PRIVATE and COMMERCIAL GROUPS**

Kitchen Hire VAT (15%) 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.

