

## **Village Hall Hire – Charge rates & Administration process**

*Effective from 1<sup>st</sup> July, 2019*

A schedule of charges for use of the Village Hall will be applied as set out below. These rates have been recommended by the Village Hall Management and approved by the Bletchingdon Community Foundation (BCF). There will be **no deviation** from this schedule of charges.

This schedule of charges defines:

- the actual hire fee
- the deposit required – this is set against cancellation and as a damage bond
- the timing of the invoice for the deposit
- the timing of the invoice for the fee
- the timing for repayment of deposit

### **Booking tariff**

Hire of Whole Hall or Large Hall includes the Café, free of charge.

**Community bookings:** Residents of the parishes of Bletchingdon & Hampton Poyle for personal or charitable fundraising events - these bookings are established at a base rate for the benefit of the community.

**Non-community/Commercial bookings:** Non-residents or residents running events for personal gain.

	Fee – per hour			Deposit
	Community	Non-community / Commercial – multi *	Non-community / Commercial – single	
Café	£8	£12	£16	N/A
Meeting Room	£8	£12	£16	N/A
Small Hall **	£8	£12	£16	£100
Large Hall	£10	£15	£20	£100
Whole Hall **	£12	£18	£24	£100
Catering Kitchen ** daily hire rate	£80	£100	£100	£100

\* Regular multi bookings do not attract a deposit, once the user is established as one who respects the fabric of the hall. For a new hirer, initially a deposit is chargeable, and this will be refunded after 3 months provided no issues occur.

\*\* During school hours, the Small Hall, Whole Hall and Catering Kitchen are not available for public hire.

### **Multi bookings**

#### **Annual multi bookings**

These bookings will be made between the Village Hall Management and the hirer. The fee will be negotiated annually, based on planned and historic usage. These bookings will generally be continuous, year on year, until the hirer gives notice to quit, but a new booking form will be required at the start of each year. Invoicing procedure will be as follows:

- The Village Hall Management will confirm the booking at the start of the year.
- The Village Hall Management will issue an invoice at that time.
- The invoice will be paid in 12 monthly instalments, in the first seven days of each month.
- The booking system will reserve the agreed dates throughout the year, and held on reserve for the following year.
- A deposit will not be required for 'Community' multi bookings.

### Other multi bookings

These bookings will be made through the normal booking system. In order to qualify for the reduced rate, the hall must be booked for a similar event for at least four separate occasions within a twelve month period. The booking period will up to a specified date and may exclude certain dates such as school holidays, as specified by the hirer. Invoicing procedure will be as follows:

- For bookings covering two months or more, the Village Hall Management will issue an invoice for the bookings monthly, at the end of each month.
- The hirer has the option to be invoiced for a single amount up front.
- The invoice must be paid within 14 days of the date of the invoice.
- Multi bookings covering a shorter timespan will be invoiced in advance as a single amount – to be paid at least seven days before the first event.
- The booking system will reserve the agreed dates/times throughout the period.
- The deposit will be held for the duration of the initial 3 month booking period. For repeat multi bookings, a further deposit will not be required provided no issues are recorded regarding the state of the hall.

### Wedding Packages

Wedding packages include use of the Whole Hall, Café, Meeting Room & Quadrangle.

The Catering Kitchen is available at an additional cost, subject to users holding the appropriate certificates. An additional deposit is required for use of this facility.

The Hall is available from 4pm on Friday, all day Saturday and Sunday morning until noon. Access to the Large Hall and Café may be available earlier on Friday, on request.

	Bletchington/Hampton Poyle residents	External users	Deposit
Hall, etc.	£650	£750	£200
Catering Kitchen	£80	£100	£100

### Invoicing process

- Invoice will be issued at the time of booking for hire fee and deposit.
- Payment of deposit must be made within 14 days of the date of the invoice.
- Payment of hire fee must be received at least 28 days prior to the event, or at the time of booking if the event is within 28 days.
- Deposits will be repaid, less any forfeit charges, within 14 days of the event.

### Notes

If an event is cancelled less than 28 days (3 months for Wedding Packages) before the scheduled date, or if the hirer fails to turn up, an amount equal to the deposit or the actual hire fee, whichever is the smaller, will be forfeited. The Village Hall Management has discretion to waive this in exceptional circumstances.

In the case of a multi booking, 14 days notice is required to cancel an individual date, otherwise the session will still be chargeable. The Village Hall Management has discretion to refund a late cancelled booking in exceptional circumstances.

Community based charities using the hall on a regular basis may apply to the Village Hall Management for a discount against the advertised community rate.