**Gringley on the Hill Community Centre Hire Rates and Policy**

**Pricing Structure (Main Hall & Hargreaves Room)**

**Category of Hirer:**

Each booking for the Main Hall & the meeting room falls within one of the following 4 categories and will be charged accordingly:

1. Open Community hire (to include play groups, WI, history clubs, gardening clubs, social groups etc. where anyone can join in a community activity).
2. Closed Community Hire (i.e. private parties).
3. Open Private Business Community Hire (i.e. photography classes, fitness classes etc. where profit is being made).
4. Closed Private Business Hire (external organisations holding meetings, training courses, elections etc.).

Group 1 = £10 per hour

Group 2 = £20 per hour

Group 3 = £15 per hour

Group 4 = £35 per hour

When hiring the community centre, your charge will include use of the kitchen, but this may not be on an exclusive basis, as other groups or individuals may be hiring other rooms also with access to the kitchen.

Reasonable set up time of 1 hour prior to the event is offered free of charge for party bookings. More time may be available at the discretion of the Bookings Manager but cannot be guaranteed unless paid for.

**Pricing Structure for the Hire of Office Space:**

The office can be rented at a cost of £25 per half day session (08:30-12.30 or 13:00-17.00) or £40 for the whole day (08.30-17.00). Maximum 2-person occupancy.

**Payment and Cancellation Policy**

For regular community users, an invoice will be sent at the end of the calendar month, which is payable by BACS within 28 days. We kindly request that all private bookings (categories 2 and 4) are paid for on booking, as without payment, the slot is not secured.

In the event of cancellation of a group 2 or 4 booking, a 50% refund via BACS or 100% credit to reschedule will be given if the event is cancelled by the hirer with more than 7 days’ notice. Should the event be cancelled later than this, no refund will be given.

For regular community group users or office space bookings, no charge will be made if the class/session is cancelled with more than 48 hours’ notice. If the booking is cancelled within 48 hours, the booking will still be charged.