

## Hire charges

### Hire Charges – Main Hall and Reading Room meeting room

Rental of the meeting rooms is by not less than 1 hour, and in half-hour increments thereafter. The hourly charge is at one of two rates (additional half-hours are charged at half these rates):

- The standard commercial charge (SC) is the standard rate
- The discounted charge (DC) is available to individuals and local community groups resident within the Parishes of Leintwardine

Cancellation: Please note that a charge of £10 will be made for cancellation of a confirmed booking with less than 7 days notice

#### **Community Centre Main Hall**

Rate Per Hour

Standard commercial charge: £ 17      Discounted charge: £ 10

#### **Reading Room Meeting Room**

Rate Per Hour

Standard commercial charge: £ 10      Discounted charge: £ 5

**Please note that as the number of people and groups using the Centre is increasing all the time, we cannot guarantee access to the room you have booked immediately before or after the booking period. If you will need time to set up before or dismantle/clean up after your event, you must book time accordingly.**

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#### **What's included**

- Heating
- Use of the kitchen facilities for tea/coffee making. You must provide your own consumables.
- Use of the dishwasher. We supply the detergent etc. (instructions on the machine)
- Free use of chairs, tables, crockery and cutlery. Breakages will be charged.

- If you qualify for the discounted rate you may also use the audiovisual equipment in the Community Centre Main Hall at no extra charge

### **What's NOT included**

- The standard commercial charge does not include the use of audio visual facilities. An additional £10 charge is payable per hire.
- Use of the cookers and warming cabinet in the Community Centre kitchen. An additional £10 charge is payable per hire.
- Use of the cooker in the Reading Room kitchen. An additional £5 charge is payable per hire.
- The premises are licensed for the sale of alcohol. If you wish to serve alcohol, you'll be required to pay a set charge of £ 15.

### **Rental of chairs, tables, crockery and cutlery for outside events**

It is possible to hire the Centre's chairs and tables, as well as crockery and cutlery for events off the premises. Conditions are as follows:

#### **Chairs and tables**

- Large tables: £ 1
- Card tables: £ 0.50
- Chairs, folding wooden or plastic (we do not rent our upholstered chairs): £ 0.50

#### **Crockery and cutlery**

- A refundable deposit of £25 is charged on all rentals.
- 50 sets of cups, saucers, tea plates and tea spoons. £25
- 50 sets of dinner plates, soup or desert bowls and associated cutlery:£25
- 50 sets consisting of both the above sets (i.e. cups, saucers, tea plates and tea spoons plus dinner plates, soup or desert bowls and associated cutlery: £35
- Additional sets of 10 place settings:£5
- No glassware is to leave the CC
- Rental is for the day of hire and crockery must be returned the next day.
- Additional days will be charged at £10 per day.
- All crockery and cutlery must be returned clean. If crockery or cutlery is returned dirty, a cleaning charge will be deducted from the deposit

### **Payment**

- Invoices are issued by the treasurer or the lettings officer
- If you're a regular hirer, you'll be billed at regular intervals
- Local organisations and individuals will be invoiced on the date of the event

– Other hirers will be required to pay in advance

For more information, contact the bookings officer

Tel: 01547 540772 or e-mail [bookings@leintwardinecentre.com](mailto:bookings@leintwardinecentre.com)