



## **LOWER PENARTH COMMUNITY ASSOCIATION BROCKHILL WAY PENARTH CF64 5QD**

**Registered Charity No. 1074675 - Pricing Structure & Rules for Occasional Hire wef 1<sup>st</sup> April 2019**

### **Pricing Overview**

- Parties and events of all types are classed as occasional bookings and must be paid for in full prior to the hire date to secure the booking.
- One-off commercial non-charitable events for profit will be classed as occasional, but will attract higher hourly rates to non-commercial occasional bookings.
- Full payment in advance will act to secure the booking.
- The LPCA committee will determine if an event will be classed as one for Public Benefit.
- Events classed as Public Benefit events will not attract a hire charge, but may attract a refundable key deposit.
- The Committee Room can be hired for one-off events and will attract a separate hourly rate to that of the main hall. This rate will be the same for commercial and non-commercial users.
- Exceptions to the published hiring charges to be determined by the LPCA committee.
- If a key is required by the occasional hirer a key deposit may be charged which will be refunded on the return of the key.
- All occasional hirers are entitled to a free get in time of 30 minutes and a free get out time of 30 minutes.
- Should any occasional hirer require a key, a refundable deposit of £25 will be charged. This will be refunded to the hirer on return of the key.

### **Cancellations – Occasional non-commercial and commercial bookings:**

- If an event is cancelled 3 weeks or more prior to the booking date a full refund will be made.
- If an event is cancelled less than 3 weeks prior to the booking date no refund will be made.

### **Bookings/Pricing Review Process**

- These rules and hourly rates are reviewed annually and published on our Facebook pages, on the noticeboards at the Community Centre, and on the Vale of Glamorgan website at [www.valeofglamorgan.gov.uk/en/enjoying/Community-Centres/Community-Centres.aspx](http://www.valeofglamorgan.gov.uk/en/enjoying/Community-Centres/Community-Centres.aspx)
- A summary of this document is provided in table form below
- Pricing Structures and Rules for Regular Hirers are also available at the sites listed above

Lower Penarth Community Association Occasional Hirer Pricing Structure 2019



**OCCASIONAL HIRE CHARGING FOR LOWER PENARTH COMMINTY CENTRE WEF 1<sup>st</sup> APRIL 2019**

OCCASIONAL BOOKING TYPES	PRICE (Per Hour )	HALL KEY DEPOSIT (per key)	OTHER	CANCELLATION POLICY
Parties, events and other one-off private use	£20.00	£25	Full payment in advance required. Hire includes Main Hall & Kitchen. £25 refundable key deposits may apply.	Full refund at 3weeks or more. No refund at 3 weeks or less. Any key deposits will be refunded on key return.
Commercial	£30.00	£25	Full payment in advance required. Hire includes Main Hall & Kitchen. £25 refundable key deposits may apply.	Full refund at 3weeks or more. No refund at 3 weeks or less. Any key deposits will be refunded on key return.
Committee Room	£10.00	£25	Full payment in advance required. Hire <b>excludes</b> Main Hall & Kitchen. £25 refundable key deposits may apply.	Full refund at 3weeks or more. No refund at 3 weeks or less. Any key deposits will be refunded on key return.
Public Benefit	£0.00	£25	LPCA discretion. £25 refundable key deposits may apply.	Any key deposits will be refunded on key return.