



LOWER PENARTH COMMUNITY ASSOCIATION BROCKHILL WAY PENARTH CF64 5QD

Registered Charity No. 1074675 - Pricing Structure & Rules for Regular Hire wef 1st April 2019

Pricing Overview

- There are three main hourly charging rates for regular bookings – standard, subsidised and commercial.
- Regular bookings are defined as a sequence of pre-booked dates at regular intervals e.g. the same time slot once a week, once a month etc. Regular bookings can exclude school and public holidays.
- All one-off bookings are classed as “occasional” and are covered by the Occasional Hire document.
- The subsidised rate will continue for the majority of the existing groups on their current rate.
- Regular commercial bookings will attract higher hourly rates to non-commercial regular bookings.
- All bookings may attract a deposit and a bond, both of which, if required, must be paid prior to the booking being finalised.
- The LPCA Management Committee will determine if an event is for Public Benefit.
- The Committee Room will attract a separate hourly rate to that of the main hall. This rate will be the same for commercial and non-commercial users.
- Key deposits will be charged per key not per group. E.g. two keys equal two key deposits.
- All key deposits will be refunded at the end of the hire agreement on return of the key(s) to the LPCA.
- Exceptions to the published hiring charges to be determined by the LPCA committee.
- As Lower Penarth Community Centre is a polling station, regular sessions may need to be cancelled for voting to take place. Any regular hirers affected by this will not be charged for sessions that they cannot use
- It may sometimes be necessary to close the hall to hirers due to maintenance and/or repair works. Any regular hirers affected by this will not be charged for sessions that they cannot use.
- All regular hirers will have a free get in and set up time and a free clear up and get out time. This will be between 15 and 30 minutes for each get in and get out period.
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Cancellations – Regular non-commercial and commercial bookings:

- Cancellations given with at least two weeks’ notice will not incur any charges
- Except in extenuating circumstances, cancellations made with less than two weeks’ notice will result in the session charge being maintained

Bookings Review Process

- The LPCA committee will contact all regular users on a regular basis to ask them to confirm their bookings.
- 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
- A summary of this document is provided in table form below
- Pricing Structures and Rules for Occasional Hirers are also available at the sites listed above

Lower Penarth Community Association Regular Hire Pricing Structure 2019



REGULAR HIRE CHARGING FOR LOWER PENARTH COMMINTY CENTRE WEF 1st APRIL 2019

| REGULAR BOOKING TYPES | PRICE Per Hour | HALL KEY DEPOSIT per key | OTHER | CANCELLATION POLICY |
|---------------------------------------|-----------------------|---------------------------------|--------------------------------------|---|
| Non-commercial | £11.00 | £25.00 | Includes Main Hall & Kitchen. | Minimum of two weeks' notice required. Key deposits refunded on key return. |
| Commercial | £20.00 | £25.00 | Includes Main Hall & Kitchen. | Minimum of two weeks' notice required. Key deposits refunded on key return. |
| Subsidised - Rate at LPCA discretion. | £10.00 | £25.00 | Includes Main Hall & Kitchen. | Minimum of two weeks' notice required. Key deposits refunded on key return. |
| Regular -Committee Room | £10.00 | £25.00 | Excludes Main Hall & Kitchen. | Minimum of two weeks' notice required. Key deposits refunded on key return. |
| Public Benefit | £0.00 | £25.00 | LPCA Discretion. | Key deposits refunded on key return. |