



Community Hall & Richards Room

Hire Charges & Payment

Effective for Hires from 1 October 2025

Introduction

There are two Hire Rate categories:

- General Hirer Rate (Personal, Not For Profit, Small Community Business)
- Commercial Hirer Rate (Business & Public Sector)

Qualifying Regular Hirers will be entitled to a discount on the standard hire charges in each category.

In addition, there are also Party Rates for weekend party hires.

Hire Charges are normally reviewed annually. The Management Committee have agreed to give Hirers approximately six months' notice of any Hire Charge changes.

Hire Categories

General Hirer

- any person hiring for a social event or any group/club/association/charity, operating on a not-for-profit basis, for meetings, activities or events - including fund-raising events for recognised not-for-profit organisations.
- any small business [sole trader, partnership or company] with an annual turnover of less than the mandatory UK VAT registration threshold, currently £90000 pa, hiring for meetings, activities or events.

Commercial Hirer

- any person, business or public-sector organisation with an annual turnover more than the mandatory UK VAT registration threshold (currently £90000, from 1 April 2024), hiring for any purpose.

NOTE: Weekend Evening Party Rates

- These Hire Rates are charged to ALL hirers for any Saturday evening party. A New Year's Eve party will also be charged at the Saturday Evening rate. If the morning and/or afternoon sessions are booked with the associated evening session, these sessions will be charged at the Regular General Hirer Rate.



Regular Hirers

Regular Hirers are defined as those who agree to hire the Community Hall or the Richards Room more than **TEN** times in a twelve-month period.

A regular hirer will be charged for previously agreed bookings, unless the Booking Secretary is given the notice specified in **Cancellations**.

Regular Hirer Discount

A discount of approximately 15% will be deducted from the General and Commercial Hire Rates for all Morning, Afternoon and Evening sessions. There is no Regular Hirer discount for Weekend Party Rates.

Deposits

A Deposit may be required for any Hire (though not normally for Regular Hirers), at the discretion of the Booking Secretary. All or part of the Deposit will be retained if there is:

- Significant damage to the venue;
- Any extra cleaning costs, if the venues are not cleaned adequately.

The Deposit amount will be based on the Booking Secretary's risk factor assessment for an event. i.e.

- Low Risk: Hire Fee Only [No Deposit]
- Medium Risk: Hire Fee + Deposit of 1 x Hire Fee
- High Risk: Hire Fee + Deposit of 2 x Hire Fee

Any Deposit required will be due with the Hire Charge payment. The full Deposit will be returned within one week after a satisfactory hire. If damage repair or cleaning is required, any remaining deposit will be returned once all expenses have been paid.

Hire Sessions

- Morning: 08:45 to 12:45
- Afternoon: 13:30 to 17:30
- Evening: 18:30 to 23:45

Note: Session times include set-up and clear-up times.



Hire Payment

- Occasional Hirers: The Hire invoice payment (together with any discretionary hire deposit required) is due at least 14 days before the hire date.
- Regular Hirers: Will receive a monthly invoice. Payment is due when the invoice is received.

Payments can be made by cheque or bank transfer. Bank transfer is the preferred method; account details will be given with invoices. Cash can also be accepted by prior arrangement.

Cancellations

Occasional Hirers:

- Cancellation of a Hire Booking will only be accepted by email or in writing to the Booking Secretary, from the person who applied for the Booking and the return of the booking form.
- No cancellation charge will be made for a Hire Booking cancelled more than 14 days before the Hire Date.
- A cancellation charge may be made for cancellations less than 14 days before the Hire Date, at the discretion of the Booking Secretary and/or Management Committee. The charge will be 25% of the Hire Charge for cancellations made more than 7 days before the hire date and 50% of the Hire Charge for cancellations made less than 7 days before the Hire Date.

Regular Hirers

- Cancellation of a previously agreed regular Hire Booking will be accepted by email or telephone message to the Booking Secretary.
- No cancellation charge will be made for a Hire Booking cancelled more than 14 days before the regular hire date.
- A cancellation charge may be made for cancellations less than 14 days before the Regular Hire Date, at the discretion of the Booking Secretary and/or Management Committee. The charge will be 25% of the Hire Charge for cancellations made more than 7 days before the Regular Hire Date and 50% of the Hire Charge for cancellations made less than 7 days before the Regular Hire Date.
- Note: If a Regular Hirer does not advise the Booking Secretary of the cancellation of one or more previously scheduled Regular Hire Date(s) beforehand the Regular Hire Date(s) will be charged in the normal way.

Hire Charge Schedule – from 1 October 2025

Overleaf...



Hire Charge Schedule from 1 October 2025, with 2024 rates for comparison

Rates	Category	Community Hall		Richards Room		Notes
		10/24	10/2025	10/2024	10/2025	Notes
Standard Rates	General Hirer (Personal, Not For Profit Groups, Small Community Business)	£63	£65	£42	£45	
	- Regular General Hirer	£42	£45	£32	£35	Min 10 hires/year
	Commercial Hirer	£84	£90	£63	£70	Businesses and Public Sector
	- Regular Commercial Hirer	£58	£60	£42	£45	Min 10 hires/year
Weekend Party Rates (all hirers)	Normal - Adult and/or Children	£63	£70	£42	£50	Sat. Morning/Afternoon + All Sunday
	Sat Evening - Adult and/or Children	£180	£190	£95	£100	Set up sessions @ Regular General Rate
Percentage Increase:	Approx. average 5% (from 10/2024 rates)					



**MARTLESHAM
COMMUNITY
HALL**

Document Management

<i>Version</i>	<i>Date</i>	<i>Issued by</i>	<i>Notes</i>
1.0	5 August	Ian Read	Issued with Hire Rates confirmed.