



Community Hall & Richards Room

Hire Charges & Payment

Effective for Hires from 1 October 2026

Introduction

We have two Hire Rate categories:

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

If you are a qualifying Regular Hirer you'll be entitled to a discount on the standard hire charges in each category. In addition, we also have Party Rates for weekend party hires.

Our Hire Session charges are reviewed annually. We will normally give at least three months notice of any changes to charges.

Hire Categories

General Hirer

- is any person hiring for a private social event or any not-for-profit group/club/association/charity hiring for meetings, activities, sales or events - including fund-raising events for recognised not-for-profit organisations or charities.
- OR: any small business [sole trader, partnership or company] with an annual turnover of less than £100000 pa, hiring for meetings, activities, sales or events.

Commercial Hirer

- Is a business or public-sector organisation with an annual turnover more than £100000, hiring for any purpose.

NOTE: Weekend Evening Party Rates

These Hire Rates are charged to ALL hirers for any Friday or Saturday evening party. A New Year's Eve party will also be charged at the Saturday Evening rate, but may be extended to 01:00 on New Year's Day. If the morning and/or afternoon sessions are booked with the associated evening session for preparation, these sessions will be charged at the Regular General Hirer Rate.



Regular Hirers

You'll qualify as a Regular Hirer if you agree to hire the Community Hall or the Richards Room more than **TEN** times in a twelve-month period.

We will offer Regular Hirers discounted rates for all Morning, Afternoon and Evening sessions. There is no Regular Hirer discount for Weekend Evening Party Rates.

We will charge Regular Hirers for previously agreed bookings, unless the Booking Secretary is given the notice specified in Cancellations.

Deposits

We don't normally take deposits from hirers. We may need a deposit from you if we believe your activity or event is Medium or High Risk. Any deposit taken will be returned to you within 7 days of your hire session, less any deductions for damage or extra cleaning needed.

If any Deposit is needed, we will base this on our 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

If we request a Deposit, you will need to pay it with your Hire Session payment. Any deposit taken will be returned to you within 7 days of your hire session, less any deductions for damage or extra cleaning needed

Hire Session Times

- Morning: 08:30 to 12:30
- Afternoon: 13:00 to 17:30
- Evening: 18:00 to 23:15

Our Hire Session times include your set-up, activity and pack-up times. You must not enter the hire spaces before the hire session start time and you must leave by the hire session end time, unless you have made specific arrangements with us.

Payment

- Occasional Hirers: Your hire invoice payment is due at least 14 days before the hire date.
- Regular Hirers: You will normally receive a monthly invoice in arrears. Payment is due when you receive your invoice.



You can pay by cheque or bank transfer. Bank transfer is the preferred method – our account details will be shown on your invoices. We can also accept cash if you have agreed this with us beforehand.

Cancellations

Occasional Hirers:

- If you cancel your hire session booking:
 - more than 14 days in advance, we will refund your payment in full;
 - between 14 days and 7 days in advance, we will refund 50% of your payment;
 - less than 7 days in advance, we will refund 25% of your payment.
- We will only accept your cancellation via our Hallmaster online booking system, by email or in writing to the Booking Secretary.
- If we cancel your booking, for whatever reason, we will refund any payment in full. This is the limit of our liability to you.

Regular Hirers:

If you are an established regular hirer, you may cancel a hire session at least 48 hours in advance without paying for the session. If you cancel with less than 48 hours' notice, we may optionally charge you 50% of the applicable Regular Hirer rate.

Hire Charge Schedule – from 1 October 2026

Overleaf...



Hire Charge Schedule from 1 October 2026, with 2025 rates for comparison

Rates	Category	Community Hall		Richards Room		Notes
		10/25	10/2026	10/2025	10/2026	Notes
Standard Rates	General Hirer (Personal, Not For Profit Groups, Small Community Business)	£65	£68	£45	£47	
	- Regular General Hirer	£45	£47	£35	£37	Min 10 hires/year
	Commercial Hirer	£90	£95	£70	£74	Businesses and Public Sector
	- Regular Commercial Hirer	£60	£63	£45	£48	Min 10 hires/year
Weekend Party Rates	Normal - Adult and/or Children	£70	£73	£50	£52	Sat. Morning/Afternoon + All Sunday
(all hirers)	Sat Evening - Adult and/or Children	£190	£199	£100	£105	Set up sessions @ Regular General Rate



Document Management

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