

Appendix A



SureStart



Children's and Community Centre Room Hire Charges Applicable from 1st December 2010

Room	Commercial Hire Rate*	Community Hire Rate**
Main Hall or Early Years Room (incl. kitchen)	£20.00 for 1 hour £30 for up to 2 hours £50 for up to 4 hours £100 for over 4 hours	£10.00 for 1 hour £15 for up to 2 hours £25 for up to 4 hours £50 for over 4 hours

Commercial Hire Rate*

This applies to all business users and private functions. A business user is defined as a limited company/partnership/sole trader. A private function is defined as an event organized by an individual or group where entry is by invitation only. This includes children's parties.

Community Hire Rate**

This applies to all hirers including community groups and charities, excluding business users, private functions and special conditions.

Room hire

Rooms will not be let for political meetings or rallies. The management committee decision regarding room hire charge is final. For special conditions and circumstances you must write to the management committee who will consider each application on a case by case basis.

Weekend hire

Weekend bookings are subject to caretakers being available, which will be confirmed when the booking is made.

Children's parties

All party bookings will incur costs as shown above and a minimum charge of £30.00.

Refreshments

All groups using the facilities are asked to bring their own tea/ coffee and refreshments.

Equipment

Flip chart/ TV/ DVD/ Whiteboard/ Projector facilities are available on request subject to availability.

Damage Deposit

A damage deposit of £15 will be required for a room booking or series of bookings. This will be returned after the period of hire should no damage result.

Room hire application

All room hire is subject to the terms and conditions of hire and a signed room hire application form.

Payment

For one off bookings (e.g. children's parties) full payment must be made by cheque (payable to 'Melton Sure Start Centres') at least one week before the booking is due to commence. Payment must be made with a signed room hire application form.

For regular or long term bookings payment is to be made in monthly installments one month in arrears.