

THE NARTH & DISTRICT VILLAGE HALL COMMITTEE

Registered Charity no. 524389



Pricing Policy and Guidelines for Hire of The Narth Village Hall Facilities and Equipment

The charitable aim of the Village Hall Committee is to provide and maintain a facility which benefits inhabitants of the district. In setting guidelines for charges for the hire of the facility or loan of equipment, the committee has considered how particular types of event or user contribute to this aim, as well as the charges made for similar facilities in the area and a desire to maximise the use of the hall and contribute towards hall running costs.

The starting point for calculating an appropriate hire rate per hour is to take the annual cost of maintaining the facility and dividing this by the number of hours the hall is used for bookings and events. This gives an approximate average 'rate per hour' of between £12 and £14.50 per hour*.

However, events and activities which directly contribute to our charitable aim benefit from subsidised hire rates. Bookings which are not related to our charitable aim but provide income (i.e. closed events or certain commercial use) are also welcomed and charges are set to be competitive whilst contributing to the hall's overheads.

This policy is intended to allow flexibility to take the particular circumstances of a booking into account while providing guidelines to ensure a consistent, fair approach.

Charges are set for four main types of hire:

- a) Community groups, local charities and local non-profit organisations
- b) Private events and one-off non-charitable events held by or for local people (e.g. private parties)
- c) Profit making activities of direct and obvious benefit to local residents (e.g. exercise classes)
- d) Other commercial uses

The first three of these contribute to the charitable aim of the committee and are therefore charged a subsidised rate.

HIRING DETAILS

'Hire of the Hall' includes use of the stage area, kitchen and anteroom. It also includes use of tables and chairs, coffee/tea making facilities, cutlery and crockery.

Hire of the 'Anteroom only' includes access to the kitchen (for coffee/tea making) and access to the anteroom through the hall.

In certain cases, additional charges will be applied for the use of certain equipment, including (but not limited to):

- * Projection, Sound and Stage Lighting Equipment (operated from the audio-visual cage)
- * Kitchen Equipment including the cooker, commercial refrigerator and dishwasher

'Use of the Glade' covers use of the outside area opposite the hall, including the play equipment, which is owned and maintained by Natural Resources Wales (NRW) and to which access for events is given to the Village Hall Committee under licence. The Glade may be used for events at no charge, but to comply with our agreement with NRW certain safety procedures must be followed.

'Use of equipment' covers equipment which may be borrowed by residents of the district for use off the premises, with an expected donation to hall funds, provided it is not needed for a hall booking or event. This must be booked in advance and an undertaking made to cover the cost of any damage. This includes tables, chairs and some kitchen equipment (but not larger electrical appliances or equipment that could be easily damaged). Hirers are reminded that newer equipment such as the indoor tables and chairs must not be used outside. The new, pop-up marquee is not lent out, due to its fragility.

CHARGES

Charges are set per hour, per day, per weekend or per event. Setting up time and cleaning up time may also be charged, at the same rate or reduced rate, depending on the type of hire.

A damage bond of up to £250 may be applied, payable in advance for certain types of hire, which will be returned after the event with any damages deducted.

Loss of the key will be charged at £75 (to change lock and replace key holders' keys).

The Booking Clerk will agree charging rates on behalf of the committee, within the following guidelines.

Main Hall

- * Local groups, charities and non-profit organisations: £7.50 per hour
- * Private events and one-off non-charitable events benefitting local people (e.g. private parties): £10 per hour, £75 per 24 hours
- * Commercial: profit making but of benefit to local residents (e.g. exercise classes): £7.50 - £10 per hour
- * Other commercial uses: between £120 - £250 per day (£12 to £25 per hour depending on heating requirements, facilities required and type of event)

Anteroom only

- * Local groups and charities, residents: £4 per hour

(Old) Marquee

- * £30 per day, £50 per weekend.

Additional Equipment

- * AV Equipment: £25-£50 per event
- * Kitchen Equipment: Induction Hob/Cooker: £5 per hour, number of hours to be charged depending on type of event and/or extent of use

Charges for bookings that do not fit obviously into one of the categories identified should be based on these principles and with reference to precedents. It should also be possible to amend the terms in special circumstances (provided it is justified by the policy above). These decisions should be made by the booking clerk in agreement with the chair or, in the chair's absence, another officer (treasurer or secretary) and reported back to the committee at the next committee meeting.

Updated: August 2019

**The lower rate reflects revenue costs only, as estimated on levels of hall use during 2017/18. A higher rate is required if capital costs are also to be covered, although capital expenditure can vary considerably from year to year. The higher rate shown includes a nominal contribution towards capital expenditure*