

## Hire Rates And Cancellation Policy



### Hub Letting Rates from 1 April 2024

<b>Regular or occasional lets</b> Community Room Playing Field (Changing Rooms included) Playing Field with Floodlights (Changing Rooms included) Small meeting room - minimum 2 hour let Parties 4 hours (includes set up and clear away)	£12 per hour £12 per hour £18 per hour £12 for 2 hours £60 total
<b>Long lets (8 hours or more)</b> Full day lets by agreement and include the use of a projector, screen and flipchart (if required). Weekend or events requiring set up on the previous day.	Fee by arrangement Fee by arrangement
<b>Additional Facilities</b> Projector Flip chart	£10 per let £5 per let

### Booking Terms

It is essential that you read the booking and payment terms as by placing a booking you are agreeing to these. We will assume that you have done so and understand your responsibilities.

### Payment

To pay for hiring Kettins Community Hub our preference is by BACS transfer (details below), however, if that's not possible payments can be made by cheque made out to "Kettins Community Hub", or cash to the Booking secretary or the Treasurer.

BACS details:

Name: Kettins Community Hub  
 Sort code: 831535  
 Account number: 00115490

### **Key box access.**

This is working well and is used by regular hirers. Occasional users and those that are not familiar with the hub are given an induction and the hub is opened for them. The box number is to be changed regularly.

### **Lights**

All users are reminded to check that all lights (especially toilets and cupboards) are switched off at the end of the let. Electricity costs are high, and we are trying to keep rates as low as possible.

### **Cancellation Policy which comes into effect on 1<sup>st</sup> January 2024**

1. Regular users
  - a. All bookings are to be made as far in advance as possible to ensure that your chosen dates are reserved, but at least 8 days before the proposed date of use. Dates may be offered to other users after the 8 day deadline.
  - b. Notification of a cancellation is to be made at least 24 hours before the planned event/use at no penalty.
  - c. Failure to adhere to the above guidelines, regularly, may result in the Occasional User policy coming into force.
  
2. Occasional users
  - a. Prepayment is required at the time of booking.
  - b. Cancellation can be made up to 2 weeks prior to an event without penalty and a refund will be given. After that time no refund will be given, however a postponement and rebooking can be agreed.