

Lower Penarth Community Association

Pricing Structure April 2026

Pricing Overview

- There are three main hourly charging rates for regular bookings – standard, subsidised and commercial.
- Regular bookings are defined as a sequence of pre-booked dates at regular intervals e.g. the same time slot once a week, once a month etc. Regular bookings can exclude school and public holidays.
- All one-off bookings are classed as “occasional” and are covered by the Occasional Hire document.
- Regular commercial bookings will attract higher hourly rates to non-commercial regular bookings.
- The LPCA Management Committee will determine if an event is for Public Benefit.
- Key deposits will be charged per key not per group. E.g. two keys equal two key deposits.
- All £25 key deposits for Regular Users will be refunded at the end of the hire agreement on return of the key(s) to the LPCA.
- For Occasional Users a £50 cleaning deposit will also be charged. This will be refunded 7 days after your event on condition that the hall has been left in a clean and tidy state, with all rubbish/recycling removed, and tables/chairs etc returned to correct place.
- Exceptions to the published hiring charges to be determined by the LPCA committee.
- As Lower Penarth Community Centre is a polling station, regular sessions may need to be cancelled for voting to take place. Any regular hirers affected by this will not be charged for sessions that they cannot use
- It may sometimes be necessary to close the hall to hirers due to maintenance and/or repair works. Any regular hirers affected by this will not be charged for sessions that they cannot use.

Cancellations – Regular non-commercial and commercial bookings:

- Cancellations given with at least two weeks’ notice will not incur any charges
- Except in extenuating circumstances, cancellations made with less than two weeks’ notice will result in the session charge being maintained
- Key deposits refunded on key return

Charity Commission Registration Number 1074675

Lower Penarth Community Hall,
Brockhill Way, Penarth CF64 5QD

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Bookings Review Process

- The LPCA committee will contact all regular users on a regular basis to ask them to confirm their bookings.

REGULAR HIRE CHARGING FOR LOWER PENARTH COMMUNITY CENTRE

BOOKING TYPES	Room Access	Hourly Rate	HALL KEY DE-POSIT per key	Advance Deposit
Regular Non-commercial	Main Hall & Kitchen	£12	£25.00	
Regular Commercial	Main Hall & Kitchen	£20	£25.00	
Occasional Commercial	Main Hall & Kitchen	£30	N/A	
Occasional – Parties and Events	Main Hall & Kitchen	£30	N/A	100%
Public Benefit (LPCA discretion)	Main Hall & Kitchen	£0	N/A	

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