

**MONKSTON COMMUNITY CENTRE AND SPORTS PAVILION
PRICING POLICY**

Policy Statement

This policy applies to all users of the Community Centre.

Monkston Community Centre is a registered charity and has a responsibility to ensure good financial governance. Whilst we do not aim to profit from users, we operate the centre on a commercial basis with efforts to ensure value for money for all users.

Our fees are used to maintain and improve the centre for all users and the Trustees seek to offer fair pricing for all.

HIRE CHARGES

Description	Unit	Rate
Deposit	Each booking	£100
Enhanced Deposit*	Each booking	£250
Hall	Per hour	£30
Meeting Room	Per hour	£15
Football (Marked Pitch)	Per hour, per pitch	£40
Field hire (Non-Pitch)	Per hour	£25
Hall & Field (Non-Pitch)	Per hour	£55
Cancellation fee (Refer to Hire Policy)	Minimum	£35

Local Resident Discount

Residents or charities based in Monkston or Monkston Park receive a 15% discount on their Hire Charge

Occasional User Hire Pricing

An occasional user is a hirer who has not entered into an annual contract with Monkston Community Centre. Occasional user pricing is available to any user wishing to hire the centre when availability allows.

Occasional user hire is charged at hourly rates for a minimum of 2 hours, then in 30 minutes intervals. Users must ensure they book sufficient time to allow for set up, take down and cleaning. Users must arrive no later than 15 minutes after the booked start time, we reserve the right to charge late fees to cover the cost of staff time. Users must exit the building by the end of their booked time, late exits can impact other users and may incur an extra hire charge.

Occasional users may book any available part of the centre at the advertised rates. Multiple users may be present at the centre at any one time, where an occasional user requires privacy or restricted internal access they should indicate this on their booking form. An additional charge may apply in these circumstances.

The hire fees will include the following, dependent on the area booked -

- Hall bookings include:
 - Internal toilets
 - Kitchen & Kitchenette facilities
 - Shared car park
 - Tables & Chairs
 - Access to electrical socket
 - Integral Sound System – user speakers are not permitted
 - Limited waste and recycling facilities
 - Public Wifi
- Meeting Room
 - Access to meeting room with table and chairs
 - Access to electrical sockets
 - Toilet & handwashing facilities
 - Shared car park
 - Public Wifi
- Pitch Hire
 - Lined football pitches – variations may apply, please check current availability.
 - Shared car park
 - Limited Public Wifi Coverage
 - Access to external toilets
- Field Amenity Hire
 - Use of field for recreational purposes
 - Access to external toilets
 - Limited Public Wifi Coverage

Users should note that electrical power is not available on the field. Users will need to consider this when planning their event. For the safety of all users, we do not allow extension cables to be run from the inside of the centre to power external equipment.

Local Resident Discount

We may offer a discount for use of the centre to residents of Monkston & Monkston Park. To qualify you must be the person booking and hosting your event, you or members of your

household must also be in attendance at the event. We may also ask for proof of address prior to offering any discount.

Local Resident Discount can only be offered to private event organisers and not organised groups or businesses. This discount cannot be used with other offers or discounts.

Charity Discount

We may offer a discount to registered Charities for use of the centre. To qualify, you must be registered with the Charity Commission and that your event is open to residents of Monkston. This discount cannot be used with other offers or discounts.

Staff, Volunteer & Trustee Discount

We appreciate the time and effort of everyone who supports the community centre and we do offer a discount to our people for use of the centre. You must be a current staff member, volunteer or Trustee at the time of booking and your hire. The hire is for person use only and not for any business or organisation.

As Trustees must not incur any further advantage over a charity than that of another person, the discount offer will be at no more than that offered to any other user.

Occasional User Deposits, Admin Fees & Payments

A minimum deposit of £100 is required to secure your booking. Where multiple bookings are received for the same time and date, we will allocated based on the earliest deposit(s) paid.

***Some events may attract an enhanced deposit of £250, this is based on events of a similar nature where damage or disruption has occurred.**

A non-refundable administration fee may also be payable with your booking deposit. This covers the cost of operating the booking system, staff attendance on site and other admin costs.

Payment can be made by card via the link provided on your invoice or associated email, or by bank transfer. Any refund due will be made by the same method, we may require your bank details to do this.

Deposits will usually be returned within 14 days after your event. We will advise if a deposit is being withheld and for what reason. Where this is disputed, the matter will be referred to the Trustees for a final decision. A review of the circumstances, including review of CCTV and any staff comments will be noted.

Staff, Volunteers or Trustees will not usually be required to provide a booking deposit, if their hire is fully paid at the time of booking. However, should an instance which would require a deposit to be withheld, the hirer will pay such amount withing 7 days of the request.

Where an event is cancelled by the user, some or all of the deposit will be forfeited.

Regular Users – Interpretation

A regular user is someone (whether an individual, organisation or company) who hires the centre on a regular occasion. For avoidance of doubt, this means a booking of at least 12 sessions within 12 months. The regular user agrees that this user licence is excluded from the security of tenure provisions of the Landlord and Tenant Act 1954.

Whilst we will do our best to allow a regular hire in most circumstances, any agreement does not grant exclusive possession. We retain control and access to the premises at all times. The premises will be available for hire to others at any time.

A minimum continuous hire period of 2 hours will usually apply within the building.

Regular User Hire Pricing

A regular user is a hirer who has entered into an annual contract with Monkston Community Centre. Hire pricing may differ from our Occasional User pricing due to the requirements of the user.

We review the pricing of annual contracts based on the most recent RPI All Prices Index percentage change. We'll also review the cost of supplying services used by the regular user, such as utility costs. We may also pass on the cost of any relevant licences, insurance or other items which are specific to that user.

Your fees will be fixed for 12 months based on the use described on the contract, payable in 12 equal monthly instalments. Charges for additional use or services will be billed monthly in arrears. Where weekly use takes place, your monthly invoice is calculated by your weekly cost x 52.143 ÷ 12. For example a once a week hire at £50 will be invoiced at £217.26 monthly for 12 months.

For the avoidance of doubt, any additional bookings will be treated as Occasional Hire, unless an additional or replacement Regular User Contract is agreed in advance.

Regular User Deposit

Your deposit will be stated on your contract. It will usually be equivalent to 1 months' hire and will be retained for the duration of your contract with us. At the end of your contract, we will look to return the deposit subject to all fees due being fully paid. Where excessive use of facilities has occurred, we will deduct the relevant charge before returning your deposit.

An example of this would be clearing out a store cupboard and placing everything in the waste receptacles. This may incur extra waste charges for the centre, therefore these will be passed to the relevant user.

Regular Users Renewals

We realise the importance of consistent hire pricing on our regular users. You should expect a notice of price variation no less than 1 month prior to the end of the current hire period.

It should be noted that we may not be able to offer the regular hire on the same terms or availability that a user currently enjoys. A regular hire is not a lease or sub-lease agreement and may be withdrawn without further notice.

Where a regular user does not return a signed hire agreement by the due date, we reserve the right to offer hire to others without further notice.

In circumstances of a transfer of hire to another person or organisation, a new regular hire application will need to be made. We do not guarantee the same hire pricing will apply to the new user. Please note that all applications for regular hire are required to be made at least 1 month before the hire commences.

Late Payments

For occasional hire, your booking will only take place if full payment is made by the due date. Credit terms will not be offered for occasional hire under any circumstances.

For regular hires, your payments must be received by the due date as stated on your invoice. Non-payment will result in use of the facilities being withdrawn without further notice, unless you have arranged and agreed a suitable payment plan with us.

Where late payments occur, we will apply the terms set out within the Late Payment of Commercial Debts (Interest) Act 1998 or subsequent legislation.

Administration & Payment Processing Fees

From time-to-time we may charge administration fees, these fees are clearly set out in our price list.

Where a corporate, commercial and business debit or credit card is used we may pass on the fee charged to us by the payment processor. Consumer cards do not attract this fee.



Monkston Community
Centre and Sports Pavilion