**RATE CARD 2021 - Southern Community Centre**

Available for hire seven days a week between 9am and 9pm, subject to availability. Rates quoted include the use of the room equipment and shared kitchen. Hire periods must include all time required for setting up and clearing down. All rates are inclusive of VAT.

**Standard Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Hall** | | | |
| **9am to 4pm** | **4pm to 9pm** | | **Weekends** |
| **£16 per hour** | **£18 per hour** | | **£18 per hour** |
|  | | | |
| **Meeting Room One** | | | |
| **£10 per hour** | | **£6 per hour when booked with the main hall** | |
|  | | | |
| **Meeting Room Two** | | | |
| **£12 per hour** | | **£8 per hour when booked with the main hall** | |
|  | | | |
| Examples of standard rate -  *Business hire, training providers, private play providers, exercise and dance classes, etc.* | | | |

**Event Rate**

|  |  |
| --- | --- |
| **Main Hall only** | |
| **Three-hour session** | **Additional Hours** |
| **£52** | **£13 per hour** |
|  | |
| Examples for event rate -  *Birthday parties, one-off private events. Includes use of kitchen and time for set up and clear down.* | |

**Centre Full Day Rate**

|  |
| --- |
| **Main Hall with Meeting Rooms and Kitchen** |
| **9am to 9pm – unless otherwise agreed with the centre manager** |
| **£250** |
|  |
| Examples for full day rate *-*  *Polling station, day hire requiring set up and clear down outside of normal hire hours.* |
|  |
| **We have a community rate available – Please ask us about eligibility.** |

**Payments**

Single bookings - full payment required on receipt of an invoice and must be paid no later than 14 days after the invoice date.

Recurring bookings – an advance payment to the value of six weeks of hire to be paid in full on receipt of the invoice and within 14 days of the invoice date. Future payments will be invoiced monthly in advance.

**Cancellations**

Cancellation within 28 days of the hire date will be charged at 50%.

Cancellation within 7 days of the hire date will be charged in full.

**Please take a moment to carefully read through our full Terms and Conditions for hire.**