

# **Occold Village Hall Hire Rates (September 2009)**

The 'Hall' can be Hired on an hourly basis at the following rates

## **A) Frequent Users**

**£5.50 per hour for a minimum hire of 2 hours**

Being any organisation or individual, that has 12 or more individual bookings within one calendar year.

## **B) Local Occasional Users**

**£7.00 per hour for a minimum hire period of 4 hours**

Being any person who:-

- 1) is on the Occold parish register of voters
- 2) is the parent or guardian of a child who attends Occold Primary School or Occold Pre-School.
- 3) is a member of any established Occold village community organisation, or an organisation whose business is established and operated within the parish of Occold.

The Committee may accept at its discretion, bookings which do not fully fit the above potential user categories, providing such bookings are deemed to be in the best interests of the village and/or the cause for which the bookings are made.

## **C) Standard Rate Users**

**£12.50 per hour for a minimum hire period of 4 hours**

For single bookings accepted by the Committee and made by individuals or organisations, which do not come within the Local Occasional Users category in b) above, the Standard hire rate shall usually apply.

### **Payment**

The Hire fee will be due on acceptance of the booking and must be paid in full to secure the booking.

### **Booking Information**

Should any information used in and supporting the booking process pertinent to the booking, be found to be incorrect, then the booking shall be cancelled with no return of any monies paid

### **Booking Confirmation**

All Bookings must be made in writing using the 'Official Booking Form' the committee will confirm your booking, raise the appropriate invoice & upon receipt of the full payment and clearance in ORACs' bank of the Hire Fee then the booking will be validated and added to the Occold village web site Hall Booking Schedule.

### **Cancellations**

Any booking cancelled by the Hirer within a seven day period prior to the Hire commencing, shall have the Hire fee returned, less 50% for administration and lost revenue. Any booking cancelled within 30 days of the Hire commencing, shall have the Hire fee returned, less 25% for administration and lost revenue.