



# KETLEY COMMUNITY CENTRE

## 2018 ROOM HIRE AND SERVICE CHARGES

All charges are per hour unless indicated otherwise and subject to a minimum charge of 30 minutes.

	Room Capacity	Reg. Charity <sup>1</sup>	Community <sup>2</sup>	Private <sup>3</sup>
Meeting Room	15 - 20	£8.25	£9.00	£10.00
Class Room	40 - 45	£8.50	£10.00	£13.00
*Meeting Room & Class Room	70	£15.00	£17.50	£20.00
Hall	80	£10.00	£12.50	£15.00
Art Room	25 - 30	£8.50	£10.00	£13.00
*Hall & Art Room	130	£17.00	£20.00	£25.00
IT Room	14	£8.25	£9.00	£10.00
Computer Use (each)		£1.50	£2.00	£2.50
Room Set Up/Clear Down		£25.00	£25.00	£25.00
Room Cleaning		£25.00	£25.00	£25.00
Kitchen – flat rate		£5.00	£5.00	£10.00
Reception (subject to availability)	Weekends Only	N/A	N/A	£7.50
Cloakroom (subject to availability)	Weekends Only	N/A	N/A	£2.50
Stage – flat rate		N/A	N/A	£25.00
Storage – per month		£10 - £25	£10 - £25	£25 - £50

\*Adjoining rooms with partition doors open

### Reg. Charity<sup>1</sup>

Registered charity number must be provided at time of booking and will be verified with the Charity Commission.

### Community<sup>2</sup>

Community groups, agencies and not for profit organisations.

### Private<sup>3</sup>

Private individuals and businesses including public funded bodies such as the NHS and Local Government organisations.

### Weekend Room Hire (5pm Friday – 10pm Sunday)

Private rates only will apply at weekends with an additional surcharge of £2.50 per hour for use of the Hall.

### Kitchen Hire

There is a charge for use of the kitchen which covers the cost of hot water, lighting, electrical appliances including the dishwasher, hire of all crockery and cutlery and cleaning supplies. If you wish to make your own arrangements, a kettle can be provided upon request. Please note the Centre **does not** sell or supply tea, coffee, sugar and milk.

### Period of Hire

Please ensure your booking includes adequate time to enable you to set up your room and to leave it as you found it at the end of your period of hire unless you have requested the Centre to provide this service at the appropriate rate. Any usage which exceeds the booked period of hire will be charged accordingly.

### Storage

The Centre is able to provide limited storage services in either lockable cabinets or larger storerooms for which there is a monthly charge.

### Room Capacity

Provided as a guide only and will be very much dependent upon the layout required.