

VIRGINIA WATER COMMUNITY ASSOCIATION
HIRE CHARGES FOR COMMUNITY CENTRE – JANUARY 2020

LICENSED CAPACITY – 120 PERSONS

	Hourly booking rates
Regular bookings – community	£10.00
Regular bookings - other	£14.00
All other bookings	£20.00

NOTES

1. **APPLICATIONS:** All booking applications subject to approval by the VWCA Executive Committee or duly authorised persons prior to acceptance.
2. **COMMUNITY BOOKING RATE:** Applies to any not-for-profit club or society run for the benefit of members and their guests.
3. **REGULAR BOOKING RATE:** Applies to any booking made at least 3 months in advance for at least 10 monthly or 40 weekly sessions in one calendar year in the same time slot; for bookings of 3 or more hours – at least 8 monthly or 30 weekly sessions. Special allowance may be made on an individual basis for multiple regular time slots by the same booker.
4. **INSURANCE (PUBLIC LIABILITY):** Is included in the hire fee for private bookings of low risk. All activities conducted for financial gain and high-risk activities must be covered by hirers' own PLI. The limit of indemnity must be not less than £5M.
5. **DISCOUNTS:** 5% for fully paid up member of Virginia Water Community Association.
6. **WEEKEND BOOKINGS:** Normally available only in blocks of minimum 4 hours.

Weekend block booking rates				Longer weekend block booking rates
Between 1600 on Friday and 1800 on Sunday				
Hours	Hire	Hours	Hire	
4	£80.00	10	£150.00	24 hrs (0900 Saturday – 1800 Sunday) £336.00
5	£100.00	11	£165.00	
6	£108.00	12	£180.00	
7	£126.00	13	£195.00	
8	£128.00	14	£210.00	32 hrs (1600 Friday – 1800 Sunday) £384.00
9	£144.00	15	£225.00	

7. **SCHOOL HOLIDAYS:** Reduced rates for weekday daytime bookings; details on request.
8. **FACILITIES:** Hire of the centre includes use of the main hall, side room, stage, kitchen, and toilets.
9. **SIDE ROOM:** A small committee room (seats 16-20) may be available; details on request.
10. **HIGH-VOLUME BOOKINGS:** Any individual or group booking more than 500 hours in one year may be eligible for special rates, to be negotiated on one-to-one basis.
11. **CANCELLATIONS:** All cancellations must be notified to Booking Secretary and Treasurer as soon as possible. A cancellation fee may be levied.

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MISCELLANEOUS HIRE CHARGES FOR COMMUNITY CENTRE EQUIPMENT – JANUARY 2020

Payable only for private use. No charge for community use.

Projector and screen	£12.16 (single use) £60.79 (monthly) £121.58 (weekly)
Screen only	£3.04 (single use) £15.20 (monthly) £30.40 (weekly)
Tables & chairs	£22.14 (up to 15 tables and up to 50 chairs) deposit £70 6ftx2ft, 5ftx2ft or 3ftx2ft tables only plastic chairs only, stored in shed
Gazebos	£16.61 each deposit £50
Tents	£33.22 each deposit £100
Raffle drum	£3.37
Uplighters	£5.54 for use in Centre only