

Occold Village Hall Hire Rates (from 1st April 2022)

The 'Main Hall and its facilities' can be Hired on an hourly basis at the following rates:

(A) Frequent Users

£7.00 per hour

Being any organisation or individual, who has 11 or more individual bookings, within one 12-month period.

(B) Local Occasional Users

£8.50 per hour

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
- 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.

(C) Standard Rate Users

£14.00 per hour

For single bookings, accepted by the Committee and made by individuals or organisations, which do not fall within the Local Occasional Users category in b) above.

(D) Storage of Equipment

Any equipment stored long term at the hall, will incur a charge, dependent on the volume.

The 'New' Upstairs Room

Can be hired on an hourly basis, for activities which require a smaller space than the main hall.

£5.00 per hour

The Committee may accept at its discretion, bookings which do not fully fit the above 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.

Payment

The Hire fee will be due on receipt of the invoice, and must be paid in full, as directed on the invoice and, before the period of hire is due to commence.

Booking Information

Should any of the information provided in the booking process be found to be incorrect, then ORAC have the right to cancel the booking, with no return of any monies paid.

Booking Confirmation

All requests to hire, should be made using the 'Official Booking Form' on the village website or, by emailing the Bookings Secretary at villagehall@occold.com. The bookings secretary will make your booking provisional, raise the appropriate invoice at least 4 weeks before your hire period starts and, upon receipt of full payment, the booking will be confirmed.

Cancellations

Any booking cancelled by the Hirer, within a 7 day period prior to the hire being due to commence, shall have the hire fee returned, **less 50%** for administration and lost revenue. Any booking cancelled within 30 days of the hire being due to commence, shall have the Hire fee returned, **less 25%** for administration and lost revenue.