



Hellifield Institute

HELLIFIELD'S VILLAGE HALL

Charging Policy

Rationale

The policy is intended to guide decision making on hire charges for Hellifield Institute.

Ensure that charging reflects the current economic climate whilst upholding the core objectives of the Institute.

Provide a charging structure for hirers that is transparent and fair.

Operation

The Hire Charges should be posted on the Institute Notice Board and the website and sent to members of the public who enquire online regarding potential bookings. (See Annexe)

The structure of the charges allows for a degree of discount for villagers and regular hirers and so the Booking Secretary does not need to negotiate any prices. The Trustees accept that prospective regular hirers should be encouraged and will offer them a trial session free of charge.

On occasions, a member of staff or Trustee may wish to use the Main Hall or Yorke Room when a discretionary charge may be given if agreed by the Board.

Once a booking is confirmed, the Booking Secretary will invoice the hirer for the full amount of the Hire Charge. For one off bookings, this should be paid prior to the event or on the day of hire. For regular hirers, they will be invoiced monthly and payment expected at the end of each month.

Setting Charges

The charges should reflect the current economic situation, allowing for the cost of cleaning, wear and tear, rates, insurance and heating to be covered. The Charity does not aim to make a profit on its charges and will be mindful of its core objective when increasing charges.

Charges should be reviewed annually and agreed for the year by the whole Board of Trustees prior to the AGM. If there is a price increase, regular users should be given 4 weeks' notice of an intended increase.

Date of Policy January 2025

Reviewed annually in January

Annexe

Hellifield Village Hall

Room Booking Price List

If you are interested in booking either the Main Hall or the Yorke Room, the price list below is based on half-day (3hr) sessions. However, full day packages can be booked by agreement.

	Main Hall	Yorke Room
Saturday Coffee Mornings	£45	n/a
Village Resident	£30	£15
Non-Village	£35	£20
Commercial Hire (single booking)	£55	£30
Commercial Hire (regular booking)	£30	£25
Hire of Kitchen	+£5 (only for parties when oven used)	