



**Elton Community Centre**  
School Lane  
Elton  
CH2 4PU  
[admin@eltoncommunitycentre.co.uk](mailto:admin@eltoncommunitycentre.co.uk)

Registered Charity No. 520048

## **BOOKING POLICY**

Elton Community Centre is a registered charity. Its governing document requires it to provide and maintain a Community Centre for the use of the inhabitants of the parish of Elton without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

### **Role of Management Committee**

- To set the terms and conditions for the use of the Centre
- To ensure the good repair and cleanliness of the rooms and facilities and the health and safety of users and to ensure that consideration is shown to neighboring residents
- To set the lettings charges and review them annually (usually at the February meeting to take effect from the following 1 April), ensuring that they generate sufficient income to maintain the Centre in a sound financial condition

### **Role of the Bookings Clerk**

- To liaise with prospective hirers and process bookings
- To explain the charges to hirers and ensure they understand them
- To ensure that hirers are familiar with health, safety and fire procedures and all other relevant policies of the Committee
- To maintain a register of key-holders and to control the issuing of keys to and their return by responsible persons as appropriate
- To maintain the web-based calendar of bookings with the web administrator, which is the authorised record of bookings and can be accessed at [www.Eltoncommunitycentre.co.uk](http://www.Eltoncommunitycentre.co.uk)

**NB** the role of Bookings Clerk may be a stand-alone Committee role or combined with another Committee position, depending on circumstances. Subject to the agreement of the Committee, other members of the Committee may take bookings but must do so in liaison with the Bookings Clerk. Currently, the bookings clerk is the Centre Manager.

Contact: [Bookings@eltoncommunitycentre.co.uk](mailto:Bookings@eltoncommunitycentre.co.uk), 01928 890849.  
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## **Lettings charges**

In setting its charges the Committee will have regard to the Charity Commission's guidance on public benefit. Charges will be set at a level which is affordable, with a scale of charges which favours village organisations who pay the lowest rate

### **Differential lettings charges may apply as follows:**

1. Village Organisations i.e. groups, organisations or individuals based or resident in Elton parish and offering activities primarily for Elton residents. At the discretion of the Committee, events organised to support a charity not specific to Elton parish may be included in this category if there is a strong local connection
2. Outside Organisations i.e. groups and organisations based outside Elton parish, including charities not specific to Elton parish (but see above) and small businesses providing activities for Tarvin residents

**NB.** Attendance at all activities in categories 1 and 2 must be open to members of the public without discrimination

3. Business, Government and Local Authority. This category includes principal local authorities, NHS and other governmental bodies, and commercial undertakings
4. Private Parties (Children up to 12 years of age)
5. Private Parties (Other) – includes hirings by individuals for private activities e.g. band practice

### **Other Rules**

- Friday Evening and weekend lettings will carry a surcharge over normal rates
- Booking periods must include sufficient time for arrival/setting-up and clearing-up/leaving the premises. Unless other arrangements have been agreed by the Committee, hirers are responsible for setting up all tables, chairs, equipment etc., putting them away after use and leaving the premises in a clean and tidy condition ready for the next hire

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- Use of the kitchen, is only available with express consent of the Committee and the hirer will be required to meet specific Health and Safety requirement and have evidence of suitable liability insurance.
- Hirers of the Hall have priority over hirers of other rooms, but such use is not exclusively unless the hire is for the whole of the premises. If there is more than one hirer using the premises at any one time, hirers are asked to show consideration and minimise any disturbance or inconvenience to other users. Deep frying is not allowed in the kitchen due to cleaning issues. **Currently cooking from scratch is not permitted due to Health and Hygiene regulations.** All waste must be removed.
- Hirers must agree to and abide by the booking terms and conditions which are available on the website and will be explained to them by the Bookings Clerk or other Committee member
- When accepting bookings the Committee will give priority first to regular users (village and other organisations), and secondly to one-off bookings by village organisations and residents.
- The Bookings Clerk will aim to keep some flexibility within the calendar to allow for one-off bookings at short notice. The Committee promotes a programme of entertainment and cultural events for the benefit of the whole community: in order to accommodate these events regular bookings will not be accepted for Friday and Saturday evenings
- Occasionally it may be necessary to cancel or amend bookings, either for reasons outside the Committee's control (e.g. flood, interruption to power supply) or to accommodate another event (e.g. polling station use, major community event). The Committee will endeavour to keep these occasions to a minimum and to provide as much notice as possible.
- A deposit will be required to secure the booking if it is a one off event. If no deposit is received within 7 days of the booking then the booking will be deemed cancelled
- Payment terms are 14 days from receipt of the invoice. 14 days' notice is required to cancel a booking. Cancellation less than 14 days in advance of the hiring will incur a charge of 50% of the lettings charge (this charge may be waived at the discretion of the Committee)



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**The Committee reserves the right to;**

a) refuse a hiring if it believes that it may be in breach of the terms of the charity or of the Community Centre's premises licence, may bring the Community Centre into disrepute, may cause offence or annoyance to residents or other building users, may involve illegal activity or significant risk of damage to the premises and its contents; Parties that may require security including and not exhaustive of 16<sup>th</sup>'s, 18<sup>th</sup>'s, Hens & Stag parties.

b) require a hirer to pay a refundable deposit of up to £1000 where it believes there is a significant risk of damage to the premises and its contents. The cost of making good any actual damage or breakages will be deducted from the deposit.

Signed: \_\_\_\_\_

P. O'Reilly – Trustee

Date:

Review : annually

Signed: \_\_\_\_\_

Nicki Lunny – Centre Manager

Date :