**One off event/parties.**

|  |  |
| --- | --- |
| **Deposits.**  **Event /Parties for children 0-13years.**  **Event / Parties Adults 18 years plus.** | **£50**  **£100** |
| **Deposits are refunded if Centre is restored to good order after use.** |  |
| **Hire Charges.**  **Minimum charge.**  **Maximum capacity.** | **£60 for 3 hours.**  **£20 pro rata thereafter.**  **Seated 60 OR 80 standing.** |
| **Caretaker.**  **Hirers are responsible for set up and take down which includes tidying up.** | **£15 required for unlocking and locking up.** |
| **Cancellation.** | **Within 4 weeks of session – NO REFUND -100% charge.**  **With 8 to 4 weeks – 50%**  **Over 8 weeks – No charge** |
| **Payments.** | **By two cheques.**  **One for hire charge and Caretaker.**  **The other for deposit.**  **Cheques payable to “St john’s PCC** |

**Multiple Events.**

|  |  |
| --- | --- |
| **Hire charges.**    **Maximum capacity. Seated 60 OR 80 standing.** | **£20 per hour and pro rata thereafter.** |
| **Discounts.** | **Available for booking 6 sessions in a row 5%.**  **And for booking 12 sessions in a row 10%.** |
| **Risk Assessments.** | **All multi users must provide a risk assessment.** |
| **Insurance.** | **All multi users must provide a copy of third party Insurance.** |
| **Cancellation.** | **Within 4 weeks of session – NO REFUND – 100% charge.**  **With 8 to 4 weeks – 50%**  **Over 8 weeks – No charge** |
| **Payment.** | **Preferably by bank transfer.**  **Account: Woodley PCC – St John’s.**  **Sort Code: 40-52-40**  **Account number: 00010303** |