

## MARTLESHAM HEATH PAVILION HIRING RATES POLICY

The purpose of this document is to set out the policy and criteria used to determine which hiring rate is applicable for individuals or groups wishing to hire the Pavilion. These criteria were reviewed in 2019.

The **standard** hiring rate for booking Martlesham Heath Pavilion is used for all casual bookings e.g. private parties and for many of our regular bookings.

A minimum of 4 hours must be booked for **children's parties**, unless the Booking Secretary decides to make an exception to fill a shorter available slot e.g. 3 hours between other bookings.

A **special** rate has been applied in the past for regular 'all day' bookings (i.e. lasting 8 hours or more), but not for casual bookings. This rate is being phased out and will not apply to new hirers.

At the Pavilion Management Committee's discretion, a **discounted** rate may be offered to groups that fall within the following criteria:

- (i) An activity/group/class which is entirely self-financing (i.e. there is no other source of income).
- (ii) Where the organiser/group leader does not receive any financial reward.
- (iii) There is no direct or indirect benefit to a commercial business or any individual.
- (iv) The activity is being run for the benefit of the local community to which any eligible member of the public may attend, as long as there are sufficient places.

Examples of standard rate users who are not offered the special or discounted rates include:

- Commercial organisations, limited companies, etc. and any spin-off activities
- Public sector organisations – services funded/initiated by government bodies such as councils, NHS, etc. whether they are offered free to users or charged for
- Larger voluntary sector organisations with other sources of income
- Classes/activities where anyone benefits financially from their existence
- Meetings/activities with restricted membership such as political parties, professional associations, private meetings, etc.

Any decision about which rate applies is at the Pavilion Management Committee's discretion (normally implemented on the Committee's behalf by the booking secretary). Should a change in rate be agreed, this will not be retrospective, although any outstanding invoice would be adjusted, if mutually agreed.

Hiring rates are reviewed every year with any changes to be effective from 1<sup>st</sup> September.

Bookings are not normally offered free of charge, even if the hirers are raising money for a charity. However, exceptions to this include:

- hire by MHHL for community meetings e.g. Saturday surgery sessions, AGMs, collection of household maintenance charges, etc.
- whole community events organised for the benefit of residents which are held on The Green and organised by MHHL and/or Martlesham Parish Council.