**St. Luke’s Church, Hillmarton Road N7 9JE**

**Reg Charity No: 1128923**

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**2022 HIRE CHARGES and CANCELLATION POLICY**

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| --- | --- | --- | --- | --- |
| **Space/facility** | **Time period** | **Charge Band A (£)** | **Charge Band B (£)** | **25% Loyalty Discount** |
| **Church** (inc. kitchen – see guidelines re usage) | By the hour | 80 | 60 | Granted for either  **- Regular bookings** e.g. weekly or fortnightly, min of 12+ p.a.  **- Consecutive days above 6**  (on days ABOVE 6 ONLY) |
| Evening 6-11 | 500 | 350 |
| **Hall** (inc. small kitchen) | By the hour | 40 | 25 |
| Evening 6-11 | 300 | 200 |
| **Upper room** | By the hour | 30 | 20 |
| Evening 6-11 | 200 | 150 |
| **Garden** | By the hour | 30 | 20 |
| Evening 6-11 | 200 | 150 |
| Exclusive use of all rooms above | By the hour | 120 | 80 |
| Evening 6-11 | 1000 | 650 |
| **Storage**  (inc. theatre staging kept on church premises) | | £50 per day | £30 per day | No discount applied for storage |
| Use of basic PA system  (For full access please ask for availability & engineer’s fee) | | One off fee of £50 | | - |
| Administration Fee  (Charged **per booking** or **annually for regular bookings.)** | | £30 | £25 | - |
| Post-hire cleaning | | £75-£50 | £35 | - |
| Security Deposit  (Payable to secure your booking; **returnable** after last day of Hire.) | | £200 | £200 | - |

• The above charges are set by St. Luke’s, West Holloway and are reviewed annually. **They will be applicable for all NEW bookings from 1st January 2022.**

• Band A booking rates apply to all hirers except charities and not-for-profit community groups. Band B applies to charities and certain community groups. All parties including wedding receptions will be charged at Band A. When there is a fund-raising event for one of the specific charities supported by the church, as agreed annually by the PCC, there is no charge for venue hire, but a Booking Form must be submitted.

• In exceptional circumstances, the church may consider requests for an exemption or reduction in the Hire Charges, other than the discount stated above. These must be made in writing to the PCC, via the church administrator. The request will be dealt with confidentially by a subgroup of the PCC.

**CANCELLATION POLICY**

1. **Cancellation by the Hirer** **must be made in writing by email**.

In the event of a cancellation by the hirer:

• Up to 12 weeks in advance: Deposit returned, minus the Administration Fee.

• Up to 6 weeks in advance: Half the deposit returned, minus the Administration Fee.

• Up to 2 weeks in advance: Deposit forfeited.

2. The church will endeavour not to inconvenience the hirer during an agreed hire period, but any booking is made with the understanding that there may be occasions e.g. a funeral, when a booking must be cancelled, or the Hirer may be requested to make an accommodation for a Church related event. In the **event of the church cancelling the booking**, all fees paid by the hirer will be refunded.

***NOTE: No User is guaranteed sole use of the building, unless this has been specifically agreed.***

*St Luke’s, West Holloway December 2021*