



St John's Place Lettings Tariff 2018

	Standard Rate	Community Event
Peak hourly rate from 6pm-10pm Monday to Thursday & Sunday	£25 per hour	£20 per hour £45 per session, late availability*
Weekday off peak session rate before 6pm Monday to Friday 9am-1pm or 1pm-5pm	£60 per session, £45 late availability*	£45 per session
Evening Peak session rate 6-11pm Friday & Saturdays	£250 per session	£175 £125, late availability*
Weekend daytime sessions 9am-1pm or 1pm-5pm	£125 per session	£90 per session
Sunday evening session 6pm – 10pm	£125 per session	£90 per session

* Late availability means bookings made less than 4 weeks in advance (subject to availability)

Additional Charges:

Audio visual equipment, includes setup assistance - £25

George Herbert Room - £12 per hour (other rates available on request)

Weddings – information on request

Lettings Procedure

1. Hirers must apply on Hire Agreement Form and must sign to confirm that they have read and agreed the terms and conditions of hire.
2. All users are required to provide proof of Insurance with the Hire Agreement Form, with the exception of educational and community groups.
3. On receipt of an application form, SJP shall:
 - a) Verify that the request is capable of being fulfilled and meets the terms defined herein.
 - b) All new requests shall be subject to the approval of the Centre Manager.
 - c) On acceptance the Centre Manager will send confirmation of the letting and an invoice.
4. For all regular lettings an invoice will be sent Monthly or Term in advanced and by agreement. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.