

SCALE OF CHARGES FOR ORCHARD COMMUNITY CENTRE

FEES EFFECTIVE FROM 1 APRIL 2023

MAIN HALL – CORPORATE	2022/23	2023/24
Hire of Main Hall per hour	£32	£35
Cost of setting up and / or clearing up hall	£25	N/A
Caretaker Assistance	N/A	£10
Refreshments Charge	Not charged	£22+VAT=£26.40
Refundable Deposit (for other functions)	£100	£100

MAIN HALL – COMMUNITY ACTIVITY CHARGES	2022/23	2023/24
Hire of Main Hall per hour	£25	£28
Cost of setting up and / or clearing up hall	£25	N/A
Caretaker Assistance	N/A	£10
Refreshments Charge	Not charged	£22+VAT=£26.40
Refundable Deposit (for other functions)	£100	£100
Discount for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)	20% Reduction	20% Reduction
Discount for Block Bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings

Only 1 discount may be applied

TRAINING ROOM – CORPORATE	2022/23	2023/24
Hire Charge – per hour	£28	£31
Caretaker Assistance	N/A	£10
Refreshments Charge	£20+VAT=£24	£22+VAT=£26.40
Refundable Deposit (for other functions)	£100	£100

TRAINING ROOM – COMMUNITY ACTIVITY CHARGES	2022/23	2023/24
Hire Charge – per hour	£20	£22
Caretaker Assistance	N/A	£10
Refreshments Charge	£15+VAT=£18	£16.67+VAT=£20
Refundable Deposit (for other functions)	£100	£100
Discount for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)	20% Reduction	20% Reduction
Discount for Block Bookings	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings

Only 1 discount may be applied