

Policy	Charging Policy for Lettings
Created by	Martyn Orton
Created on (date)	22.11.21
Approved by Trustees (date)	24.11.21
Next review due	August 2023

Reviews and Amendments

By whom?	Date	Amendments
M Orton	24.8.22	Daily rate negotiable added
M Orton	24.8.22	Part use of Cedar Hall £20 added
M Orton	24.8.22	Mustard Seed reduced to £12.00 p/h

Charging Policy for Lettings

There may be occasions when it will not be appropriate for the standard fees to be levied. Such situations will be reviewed by the Trustees when either a reduction or waiving of the fees may be considered. The following categories will normally determine a decision on the application of fees:

- a. WHEFC-led ministries will not normally be charged for the use of the premises.
- b. As part of our support for other local churches and charitable organisations, we will consider requests for a reduction in fees from such bodies, depending on the intended use.
- c. The standard fees will apply for all other one off or regular events not covered by the above categories.
- d. A reduced rate may be charged if any combination of rooms is hired
- e. FREE Wi-Fi is available
- f. The following charges include opening the building, locking up afterwards and 30 minutes' set-up and taking down time. If additional time is required for this, an additional hour should be made to the booking.
- g. Flipchart / white board available for £5.00 per session
- h. Refer to WHEFC's Lettings Policy for all other matters relating to hiring the Church's facilities

Room	Approx. size	Seating capacity	Equipment	Hourly rate (Daily rate negotiable)
Ground Floor				
Cedar Hall Including use of foyer, excluding café area	16m x 13.5m	230 Theatre style	PA / AV	£50.00 Part use £20.00
Olive Tree Café Available when other rooms are not in use	11m x 10m	30	Kitchen / servery	£20.00
Mustard Seed	6m x 4.5m	20	TV	£12.00
Upper Floor				
Willow (Lounge) Upper Room 1	9.7m x 4m	15	Smart TV Kitchenette	£10.00
Sycamore* Upper Room 2	9.8m x 6.5m	30 Theatre Style 20 Conference Style	Smart TV Kitchenette	£15.00
Acacia * Upper Room 3	9.8m x 4.5m	20 Theatre Style 15 Conference Style	Kitchenette	£12.00
Cypress* Upper Room 4	8.6m x 6m	30 Theatre Style 20 Conference Style	Smart TV Kitchenette	£15.00
Upper Rooms 2,3 and 4 Large meeting room	17m x 8m	100 Theatre Style 60 Conference Style	Smart TV / PA Kitchenette	£40.00
Palm Upper Room 5	5.2m x 4.6m	6	Kitchenette	£6.00

* These rooms are not available for booking separately until room dividers are installed