

# THE VICTORIA INSTITUTE

Registered Charity Number: 521068



## SCHEDULE OF CHARGES

Version 4 – 7<sup>th</sup> July 2021

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### Funders:

Asda

Awards For All

Big Lottery

Cottam Trust

Flood Relief Fund

Post Code Lottery

Station Hotel, Caton

The Co-operative Group  
Ltd

Thrive Renewables

Caton-with-Littledale  
Parish Council

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## 1 Introduction

The Victoria Institute has a number of rooms and a kitchen which it hires out to members of the public to *use*.

A hirer may make a *booking* for one or more of the rooms for a period of hire the *duration* of which must be sufficient to cover the setting out and clearing and tidying of the room/s leaving it/them as it was/they were found.

The *rates* for hiring a room or set of rooms in the Victoria Institute vary according to the category and requirements of the hirer and the duration of the hire period.

The sections below contain tables of Room Hire and Other Rates and definitions of the terms used.

## 2 Table of Standard Room Hire Rates

Below is a table of room hire hourly rates as from 1<sup>st</sup> March 2020.

NOTE: Should use of the kitchen be required, this is a cost, as defined in section 3, over and above the cost of the room/s.

<u>Standard Room Rates.</u>	Rooms				
	Cottam Room	Victoria Room	Sir Thomas Storey Room	Main Hall	All Rooms
Non-Community	£9.00	£13.00	£13.00	£17.00	£52.00
Community	£6.00	£9.00	£9.00	£12.00	£36.00

## 3 Table of Kitchen Hire Rates for Standard Room Rates

The kitchen may not be booked without an associated room booking. The rates are per Session and in addition to the published room rates in section 2.

Please see the table below for kitchen rates. Sub section 3.1 gives definitions for Session, and Type of Use.

(Please also see our Terms and Conditions document which states that any rubbish that does not fit in the bins provided or is recyclable must be removed from the premises by the hirer).

**Kitchen Rates.**

Type of Use	Rate per Session
Beverages	£5.00
Caterers	£20.00
Full	£30.00

**3.1 Kitchen Rate Definitions**

**3.1.1 Session**

The Session, as applied to a kitchen booking, is assumed to be synchronised with the associated room booking and is, therefore, of the same duration as the room booking.

If a kitchen Session is required that exceeds the associated room booking duration this may be arranged, at an extra hourly charge, only if the kitchen has not previously been booked by another hirer.

**3.1.2 Type of Use**

- Beverages  
The kitchen may not be used for any other purpose than that of preparing and serving beverages.
- Caterers  
Serving **pre-prepared** food (hot or cold) and/or preparing and serving beverages.
- Full  
**Preparing and/or cooking** food (hot or cold) and/or preparing and serving beverages.

**4 Other Rates**

The Victoria Institute has other items that can be hired for use as detailed in the table below. Please see the Victoria Institute Administrator if you would like to view any of these items.

If they are required for a function, on making a Confirmed booking, payment in full is required.

## Other Rates.

Item Description	Number Available	Rate per item per session
Round Table Cloth – nylon, white	7	£1.00
Round Table Cloth – cotton, large, white	13	£2.50
Chair Cover – white	40	£0.50
Chair Cover Bow - blue	40	£0.50

## 5 Definition of Terms

### 5.1 Use of a Room

Use of a room is defined as any activity that prevents another hirer from using that room.

This can include for example:

- Using a room to wait for someone involved in an activity in another room.
- Using a room to store items, for example coats, for people involved in an activity in another room.

Any room used under this definition must be booked and paid for.

### 5.2 Community Hirer / Non-Community Hirer

A Community Hirer is a term used to describe a hirer of the Victoria Institute who is either a group or individual based in or serving the residents of the Caton and Brookhouse area.

A Regular-Community Hirer is a Community Hirer who has regular bookings at the Victoria Institute.

Other hirers are considered Non-Community.

### 5.3 Duration

The duration of a booking is for a number of consecutive hours.

In line with the Council and out of respect for our neighbours, rooms are not available for use from 1:00am through to 7:59am.

See below examples of consecutive hours for bookings spanning more than one day:

- 8:00am Saturday – 1:00am Sunday, 8:00am Sunday – 1:00am Monday.
- 4:00pm Friday – 1:00am Saturday, 8:00am Saturday – 1:00am Sunday, 8:00am Sunday – 4:00pm Sunday.

Please note that no music is allowed after midnight at any time.

## 5.4 Booking

Booking a room at the Victoria Institute is defined as reserving a room for the duration required by a hirer by entering it into the on line booking system. A booking can be:

- Provisional – requires a deposit (see section 7).
- Confirmed – requires full payment (see section 8).

NOTE: Until confirmed, rooms remain available for other hirers.

## 6 Extended Function

An Extended Function is a large function, such as a wedding or large party, to be held at the Victoria Institute and is defined as:

- One of duration 6 or more **consecutive** hours.
- Occupying 2 or more of the larger rooms, one of which must be the Main Hall.

NOTE: All rooms must be booked for the same duration.

An Extended Function discount rate is available to any hirer wishing to hold an Extended Function at the Victoria Institute and includes:

- Use of the kitchen at no extra session cost
- Tables
- Chairs
- Crockery
- Cutlery
- Glassware.

<u>Extended Function Rates.</u>	Rooms				
	Cottam Room	Victoria Room	Sir Thomas Storey Room	Main Hall	All Rooms
Extended Function	£5.00	£7.00	£7.00	£10.00	£29.00

## **7 Deposits**

### **7.1 Regular-Community Hirer**

A Regular-Community hirer is not required to pay a deposit to book a room at the Victoria Institute.

### **7.2 Non-Community or Non-Regular-Community Hirer**

A Non-Community or Non-Regular-Community hirer will be required to pay deposit/s as follows:

#### **7.2.1 Refundable Deposit**

A deposit of £50 is required:

- against breakages and additional cleaning.
- to make a Provisional Booking.

The balance will be refunded after any damage or cleaning expenses that may be incurred have been deducted from the deposit.

#### **7.2.2 Deductible Deposit**

A Non-Community or Non-Regular-Community hirer wishing to book an Extended Function is required to make a further deposit to make a provisional booking as follows:

- 25% of the estimated cost of the function.

This deposit will be deducted from the final payment.

## **8 Invoicing and Payment**

### **8.1 Regular-Community Hirer**

A Regular-Community hirer will be invoiced at month end and payment is due within 30 days.

### **8.2 Non-Community or Non-Regular-Community Hirer**

#### **8.2.1 Standard Room Hire Payment**

A Non-Community or Non-Regular-Community hirer will be required to pay in full before the function takes place.

#### **8.2.2 Extended Function Payment**

A Non-Community or Non-Regular-Community hirer will be required to pay in full 2 months before the function takes place.

# THE VICTORIA INSTITUTE

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## Trustees:

Please see our website:

<http://www.victoria-institute.org.uk/contact>