

THE VICTORIA INSTITUTE

Registered Charity Number: 521068



SCHEDULE OF CHARGES

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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 up and dismantling of the room/s leaving it/them as it/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 Room Hire Rates

Below is a table of room hire hourly rates as from 1st September 2019.

Rate Description	Cottam Room	Victoria Room	Sir Thomas Storey Room	Main Hall	Whole Building
Normal Non-Community	£9.00	£13.00	£13.00	£17.00	£52.00
Normal Community	£6.00	£9.00	£9.00	£12.00	£38.00
Extended Function - Weekend	£4.00	£5.50	£5.50	£7.50	£22.50
Extended Function - Day	£4.50	£6.50	£6.50	£9.00	£26.50
Extended Function - Half Day	£5.00	£7.00	£7.00	£10.00	£29.00
Multi-Room Community Discount	£5.50	£8.50	£8.50	£11.00	£33.50
Extended Function / Multi-Room Non-Community	£8.00	£11.50	£11.50	£15.00	£46.00

3 Table of Kitchen Hire Rates

The kitchen is included in the price for Extended Function bookings (see section 5.3) but for all other bookings the Rate for kitchen hire is variable and depends on usage as follows:

Type of use	Rate per session	
	<50 persons	>50 persons
Making drinks	£5.00	£10.00
Plating Cold food	£10.00	£20.00
Heating food (caterers rate)	£20.00	£30.00
Full cooking	£50.00	£50.00

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.

Item Description	Number Available	Rate per item per session
Round Table Cloth – nylon, white	5	£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

This 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.

Other hirers are considered Non-Community.

5.3 Extended Function

An Extended Function is a large function to be held at the Victoria Institute by a Community hirer **OR** other private (non-business) individual:

- For a duration of 8 or more 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

The rates for an Extended Function include the use of:

- The kitchen
- Tables
- Chairs
- Crockery
- Cutlery
- Glassware.

5.4 Duration

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

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

5.4.1 Day

A day is defined as 17 consecutive hours between 8:00am on one day and 1:00am the following day.

5.4.2 Weekend

A weekend is defined as 34 consecutive hours over more than one day.

For example:

- 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

5.4.3 Half Day

A half day is defined as a minimum of 8 consecutive hours in any one day.

5.5 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 deposit (see section 6)
- Confirmed - requires full payment 2 months before the event

6 Deposits

Regular Community hirers are not required to pay a deposit to book a room at the Victoria Institute.

All other hirers are required to pay a deposit as follows:

6.1 Refundable Deposit

A refundable deposit of £100 is required:

- against breakages and additional cleaning

- to make a Provisional Booking

This will be refunded once a post event assessment has been completed.

6.2 Deductible Deposit

For a hirer wishing to book an Extended Function a further deductible deposit is required to make a Provisional Booking as follows:

- £150 required on making a Provisional Booking for a weekend.
- £100 required on making a Provisional Booking for a day.
- £50 required on making a Provisional Booking for half a day.

Deductible deposits will automatically be deducted from the final payment.

THE VICTORIA INSTITUTE

Registered Charity Number: 521068

Trustees:

Susan Brierly

Ron Gibbons

Ray Hampton

Chris Hill

Lynn Lonsdale

Robert Paine

Shelagh Paine

Benita Smith

Jenny Walmsley

Funders:

Big Lottery

Awards for all

Post code lottery

Cottam trust

Thrive Renewables

Flood relief fund

The Co-operative Group Ltd

Asda

Station Hotel, Caton