

THE VICTORIA INSTITUTE

Registered Charity Number: 521068



SCHEDULE OF CHARGES

Version 6 – 1 September 2024

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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
Lancashire Environment Fund	Caton-with-Littledale Parish Council	Halton Lune Trust

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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 Room Hire Rates

Below is a table of room hire hourly rates as from 1 September 2024.

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.

Standard Room Rates.

		Rooms & Hourly Rates				
Rate Description	Cottam Room	Victoria Room	Sir Thomas Storey Room	Main Hall	All Rooms	
Occasional Hirer	£10.00	£14.00	£14.00	£18.00	£53.00	

*Discount applied to Regular User Groups

3 Table of Kitchen Hire Rates for 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 0 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.

	Occasional Hirer
Type of Use	Rate per Session
Beverages	£10.00
Caterers	£25.00
Full	£35.00

*Discount applied to Regular User Groups

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 Definition of Terms

4.1 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.

4.2 Occasional Hirer / Regular User Group

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

Other hirers are considered Occasional Hirer.

4.3 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.

4.4 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 full payment
- Confirmed – full payment has been made

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

5 Invoicing and Payment

5.1 Regular User Group

A Regular User Group will be invoiced at month end and payment is due within 30 days.

Regular Booking means a set of consecutive daily, weekly or monthly hires that commence and conclude at the same times for a minimum period of 3 months.

5.2 Occasional Hirer

5.2.1 Standard Room Hire Payment

Occasional hirer will be required to pay in full before the function takes place.

6 Deposits

6.1 Regular-Community Hirer

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

6.2 Occasional Hirer

Occasional hirers will be required to pay deposit/s as follows:

6.2.1 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.

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Trustees:

Please see our website:

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