

**Arkenstall Village Centre**  
(Registered Charity No. 300394)  
**7 Station Road, Haddenham, Ely, Cambs CB6 3XD**

**e-mail: [bookings@arkenstallcentre.org.uk](mailto:bookings@arkenstallcentre.org.uk) bookings phonenumber: 07977 707433**

## Hire Charges – 2015-16

### 1. Charges and discounts

BASIC CHARGES – any period <sup>(a)</sup> , any day			DISCOUNTS <sup>(d)</sup>	
	Member <sup>(b)</sup>	Non-Member	Short hire <sup>(e)</sup>	20%
Room 1 or 2	£26.00	£29.00		
Main Hall	£52.00	£58.00	Regular <sup>(f)</sup>	30%
Whole Centre	£83.00	£93.00	Multiple periods <sup>(g)</sup>	20%
			Charitable <sup>(h)</sup>	15%
Late Surcharge <sup>(c)</sup>	£40.00			

### 2. Notes

- (a) The standard hire periods are: Morning 09:00 to 13:00; Afternoon 14:00 to 18:00; Evening 19:00 to 23:00. These periods include arrival and departure.
- (b) 'Member' organisations are those that have a representative on the AVC's Management Committee.
- (c) The 'Late Surcharge' allows Friday or Saturday evening hirers to have use of the AVC until 01:00. This extension includes clearing up and departure time so events must finish by midnight.
- (d) The 'Short hire' discount is available to any hirer. However, the additional 'Regular', 'Multiple periods' and 'Charitable' discounts are not cumulative: a hirer will only receive the 'Regular' discount OR the 'Multiple periods' discount OR the 'Charitable' discount. They will receive the largest discount for which they are eligible.
- (e) To be eligible for a 'Short hire' discount, a booking must be for one room only and the booking, including arrival and departure, must take place in under two hours.
- (f) 'Regular' bookers are those who make eight or more similar bookings at one time. Bookings should be made at least six months in advance (and may be made up to one year in advance) to guarantee continuity.
- (g) Hirers who make a booking for two or three consecutive bookings on the same day will pay a discounted rate.
- (h) Bookings made by a recognised charity or by a hirer for an event whose primary purpose is to raise money for a recognised charity will pay a discounted rate.

### 3. Deposits

- For one-off events a Special Deposit will be required in advance, and in addition to the Hire Charge, against loss, damage or other expenses which the Arkenstall Centre may incur as a result of the booking.
- No charge is made for the hire of crockery, cutlery or cooking utensils, however, they must be booked in advance and further Special Deposit will be required against loss or breakage.