



Binfield Parish Council

Meeting Room Usage Policy & Charging Schedule

1. **PURPOSE**

- 1.1 The purpose of this charging schedule is to set out the charges Binfield Parish Council will make for room hire for users of both the Foxley Meeting Room and the Council meeting room.
- 1.2 The schedule works in conjunction with the Foxes' Den Letting Policy and the BPC Parish Office Community Access and Key Holder Policy and Procedure.

2. **CHARGING GROUPS**

- 2.1 The rooms may be used by a wide variety of groups, organisations and individuals but these will be broadly grouped as follows:-
 - 2.1.1 Group 1 - Residents, Community groups, charities and organisations in Binfield Parish.
 - 2.1.2 Group 2 - Community group, charities and organisations based outside of Binfield Parish.
 - 2.1.3 Group 3 - Commercial and other organisations – in or out of Binfield Parish

3. **BOOKINGS**

- 3.1 Do not require to be a key holder and/or access to be provided and will be charged as follows:-
 - 3.1.1 Group 1 – no charge
 - 3.1.2 Group 2 – £14 (Including VAT) for 4 hours.
 - 3.1.3 Group 3 - £20 (including VAT) per Hour.

4. **VAT**

VAT is payable on all room bookings at the current UK rate of 20%

5. **CATERING**

Catering may be booked direct with the Foxes' Den but is separate to any arrangement with Binfield Parish Council. Alternatively, catering can be provided by the hirer at their own arrangement. Basic equipment is available – kettle, fridge, microwave but no crockery or cutlery, beyond basic water glasses, are provided.

6. **PAYMENT**

Payment must be made online and in advance of the booking – see booking form for details.

7. **CANCELLATION POLICY**

Any cancellation by the Hirer must be made in writing (email will suffice). If more than 7 days' notice is given, there is no cancellation fee. If less than 7 days' notice is given, the hiring cost will still be incurred.

8. **DATA PROTECTION**

Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given and in accordance with the Council's Information and Data Protection Policy and Data Retention Transfer and Disposal Policy.