

ROOM HIRE FEES

CURRENT CHARGES FOR ROOM HIRE

Polegate Town Council currently hire the Council chambers (including kitchen) @ £10 per hour (minimum of 2 hours) Number 51 High Street is for hire at £10 per hour. Wannock is hired at £15 per hour including the kitchen. I have researched several different halls/rooms to compare our charges with other local halls for hire.

LOCAL HALLS/ROOMS FOR HIRE CHARGING POLICY

Halls/rooms looked at for comparison are St Johns Church Hall Polegate, Free Church Polegate, Wannock Village Hall and Hailsham Town Council Hall and Meeting rooms. The hourly charges are listed below:

NAME OF HALL	HOURLY RATE
St Johns Church Hall Polegate	£14 per hour
Free Church Polegate	£11 per hour
Wannock Village Hall	£13 per hour or £11.50 per hour for multiple bookings (min 2 hours)
Hailsham Town Council Main Hall Peak rate: After 6pm Mon-Fri and All day Saturday	£22 per hour (min 2 hours)
Hailsham Town Council Main Hall Off Peak rate: before 6pm Mon-Fri and All day Sunday	£14 per hour (min 2 hours)
Hailsham Town Council Meeting room 1 Peak rate: After 6pm Mon-Fri and All day Saturday	£12 per hour (min 2 hours)
Hailsham Town Council Meeting room 1 Off Peak rate: before 6pm Mon-Fri and All day Sunday	£10 per hour (min 2 hours)
Hailsham Town Council Meeting room 2 Peak rate: After 6pm Mon-Fri and All day Saturday	£8 per hour (min 2 hours)
Hailsham Town Council Meeting room 2 Off Peak rate: before 6pm Mon-Fri and All day Sunday	£6 per hour (min 2 hours)
Hailsham meeting rooms/main hall use of KITCHEN	£10 per hour regardless of Peak or Off peak hours

CONSIDERATIONS WHEN DISCUSSING ANY INCREASE

Polegate Town Council rooms for hire are in a very good position as they are in close proximity to the station and bus stops plus there is on-site parking. Whilst Wannock is a little further away from the Station it is still within walking distance, close to a bus route and has ample free parking. Therefore, our room hire cost could reflect this. It takes time for council staff to book in/correspond with customers and to show customers around the rooms before the hire takes place. There is also the time element on the day of hire to staff at the hatch signing people in and directing them to the relevant room. After the hire has taken place the customers may need to be invoiced or any money taken paid into the bank. Occasionally staff may need to tidy up the rooms or kitchen after use. If Wannock is hired a member of staff needs to go and open and then close the building after the hire. It is also important to factor in the cost of heating the rooms, electricity and water used. It is important to note that council allows a number of groups/organisations free use of the rooms (as agreed by council i.e. police, citizen's advice)

RECOMMENDATIONS FOR INCREASE TO ROOM RATES

Council could increase the rate of number 51 hire from £10 per hour to £15 per hour.

The Chambers and Wannock could be increased to £20 per hour minimum 2 hours hire.

Council could also look at charging for the kitchen area when used alongside the room, perhaps £10 extra per hire.