

## Bradford-on-Avon Quaker Meeting House

### Room hire charges effective from 1 April 2014

- Our main meeting room (including the adjacent Library) is charged at £10 per hour for the first 2 hours, £7.50 per hour for the next 2 hours, and £5 per hour after that.
- Our small meeting room is charged at £6 per hour for the first 2 hours and £3 per hour after that.

Examples:

Hours	1.0	1.5	2.0	2.5	3.0	4.0	7.0
MMR/Lib	£10	£15	£20	£23.75	£27.50	£35	£50
Small MR	£6	£9	£12	£13.50	£15	£18	£27

#### Time for arrivals / departures

Unless agreed otherwise, we will charge for 15 minutes on either side of a booked session for arrivals / set-up and departures / clear-away. If, for example, your session lasts for an hour, we will charge for 1.5 hours – and, in turn, will make sure that you get exclusive use of the booked room for the entire 1.5 hours.

#### Hirers with special needs

Hirers who require extra time for set-up and/or clear-away owing to poor health or disability will normally only be charged our standard times for set-up/clear-away. Any reasonable extra time will be added to their booking free of charge.

#### Payments

We normally invoice

- regular hirers monthly in arrears
- term-time only hirers half-termly
- occasional hirers up to 30 days in advance of their booking(s)

Invoices need to be paid within 30 days of invoice date. Accepted payment methods are cheque, BACS and cash.