

PITSTONE PARISH COUNCIL

Schedule of Charges

1. Allotments

Annual rental per ¼ sized allotment garden plot - £9.00 (no VAT applicable).

NB Tenants must also pay an annual membership fee to Pitstone Allotment Association of - £6.50.

2. Display Boards

The council owns 5 x double free-standing display boards that can be hired by local community groups etc - £2 per board per day + VAT

3. Open Space

Please refer to our Events and Open Space Policy available on our website for full details.

Application fee (deducted from your final fee if your application is successful) - £25

Small scale events - £100 per day or part day

Medium scale events - £250 per day or part day

Large scale events - £500 per day or part day

Non-operating days - 25% normal rate above

Key community value events qualify for a discount – 50% discount available

Events organised by local community groups or schools etc qualify for a discount - 33% discount available

Deposit - 1 day's hire fee

Loss of deposit due to breach of conditions etc - Up to 100%

Fee for damages - 100% of costs incurred + VAT

4. Pavilion Room & Pitch Hire

Community room (including use of the kitchen) is available for:

- £19.70 per hour (including VAT) for ad-hoc hires, one off events and hires by people that are not resident in Pitstone (General Hire rate).
- £16.00 per hour (including VAT) for Pitstone residents or local clubs and classes (Village rate).
- £11.70 per hour (including VAT) for regular hirers that make in excess of 17 bookings per year (Regular user rate).
- Local charities and community groups who are unable to afford the above hire rates should contact the parish council who may be able to grant a discount.

Kitchen

- Hirers of our community room also have access to our kitchen.

- If you are a local business interested in just hiring the kitchen for your catering business, please contact the parish council to discuss.

Changing Village

- Available for £48 (inc VAT) for Village and Regular hirers, or £64 (inc VAT) for General hirers, as a day rate. For example, if required for changing during performances of dance or drama or indoor sports.
- Should the whole day not be required, please speak to the parish council.

Football Pitch

- A match booking on the senior football pitch (94m (extendable to 100m) x 68m) by a senior football club = £100 + VAT. This fee includes use of the senior pitch and the changing village plus the community room complex for the duration of your match plus a 2-hour period afterwards for post-match refreshments. Any additional use will be charged at the hourly rate.
- A match booking on the senior football pitch (94m (extendable to 100m) x 68m) by a junior football club = £50 + VAT. This fee includes use of the senior pitch and changing village for the duration of your match but excludes use of the community room. Access to the kitchen, if available, to make refreshments for your guests or spectators could be arranged. Any additional use will be charged at the hourly rate.
- A match booking on the junior football pitch (76m x 50m) = £30 + VAT. This fee includes use of the junior pitch and the changing village (if available) & kitchen (if available & required) but excludes use of the community room. Any additional use will be charged at the hourly rate.
- A training session for any adult team = £38 + VAT and includes use of the training area only (excludes any use of the changing village or community room).
- A training session for any <18 team = £24 + VAT and includes use of the training area only (excludes any use of the changing village or community room).

Deposits

- Standard Deposit

You must pay as a standard deposit of one third of the cost of the booking at the time you make your booking and enter this agreement. This deposit compensates the Parish Council for loss of revenue in the event of the hirer cancelling at short notice.

- Special Deposit

This is an additional deposit fee. The Parish Council considers the risk of hirers causing damage to the pavilion, creating noise or other disturbance, or not cleaning our premises prior to departure, and we set deposit values accordingly. We apply more caution to unknown hirers or particular types of events, such as adult parties booked by individuals and/or those involving alcohol.

Fees: £50 to £200, to be confirmed at time of enquiry.

Where we request a special deposit, it must be paid in full and cleared into our account, at least 24 hours before your event. If all is well with your hire, your deposit will be returned after the event. Otherwise the council reserves the right to deduct any costs arising from your hire from your deposit.

5. Pitstone Parish Post (PPP) Advertising Rates

Quarter page advert - £15 inc VAT

Half page advert - £27 inc VAT

Full page advert - £54 inc VAT

Half page advert on back page, colour advert - £35 inc VAT

Full page advert on back page, colour advert - £70 inc VAT

Half page advert inside front cover, colour advert - £32.50 inc VAT

Full page advert inside the front cover, colour advert - £65 inc VAT

Advertisers qualify for a 10% discount if they pre-pay for 4 editions.

6. Printing

Most information is available free-of-charge on our website, but if you need any of our materials in printed hard copy, the council charges – 8p per sheet for black and white copies.

7. Review

This Schedule of Charges was adopted by Pitstone Parish Council on

minute reference and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

Chairman