



**Charging Policy
For Berkeley Town Hall and
Field at Canon Park Recreational Facility**

Revised 15th January 2018
Reviewed & adopted by the Staffing Committee 29th June 2020,
Adopted at Full Council 20th July 2020
Review Due Date: May 2021

For the purposes of this policy the definition of a Community Group is a group run by local people for local people

All hiring fees and eligibility for special arrangements will be reviewed annually and applied with effect from 1st April each year

Type of Hirer	Amount of fee applied	Payment Due
Private/Commercial Hirer	100%	In advance
Registered Charity	100%	In advance
Local Community Group Based in Berkeley	75%	30 days net
Existing Long Term Users 1yr to 3 years For a minimum monthly booking	75%	30 days net
Existing Long Term Users 3yrs to 10 yrs For a minimum monthly booking	70%	30 days net
Existing Long Term Users more than 10 years For a minimum monthly booking	65%	30 days net
New Long Term Users if they pay 12 months in advance For a minimum monthly booking	75%	30 days net

Local Community Groups who wish to make a booking for an annual event in advance will only have to pay the fee for the current year if payment is made at the time of booking

Allotments are excluded from this policy and have special individual arrangements with the Council

Existing organisations, such as Citizens Advice Bureau, Police, Neighbourhood Warden and Credit Union, that, provide a service to local residents, which is free at the point of delivery are allowed to use the Town Hall free of charge.

Berkeley Town Council reserves the right to adjust this policy at any time.