



Pinchbeck Parish Council

The Parish Office, Pinchbeck Community Hub & Library,
48 Knight Street, Pinchbeck, Spalding, Lincolnshire, PE11 3RU.
Tel: 01775 724348. Email: admin@pinchbeck-pc.gov.uk

COMMUNITY HUB ROOM HIRE

Introduction

Pinchbeck Parish Council wishes to make affordable space available for use by residents, community organisations, commercial companies, and other partners, that are involved in delivering services or activities for the benefit to the community.

To help the Council cover its operational expenses and to maintain a safe and suitable facility, a fee is levied for the use of the building and room rentals. This fee is reviewed annually, with the objective of keeping prices affordable and as low as practicable.

Details of the room hire price is detailed below.

See the Pinchbeck Hub Booking Agreement for terms and conditions.

Charges

From 1st April 2024, the standard charge for the hire of a room is **£15.00 per hour** (or part thereof).

This price includes:

- Use of the room
- Setting up of tables and chairs
- Use of The Hub's kitchen for making beverages
- Heating and lighting

The price excludes:

- Refreshments
- Storage of equipment outside of the hire period

To make a booking please email admin@pinchbeck-pc.gov.uk or call 01775 724348 between 10am and 3pm Weekdays, excluding bank holidays.

Discounted Room Hire

In certain instances, where use of the rooms is by not-for-profit organisations or Pinchbeck Parishioners, or use is for local charitable purposes, discounted prices may apply.

Discount Criteria

To encourage use by Pinchbeck Parishioners and their support organisations, the following discounts may be applied.

Hirer	Room Use	Minimum Rate	Approval by
Pinchbeck Parishioner	Not-for-profit	£12.50 per hour (or part thereof)	Booking officer
Organisation based within the Civil Parish of Pinchbeck	The use of the rooms is for a local charitable purpose or solely for the benefit of Pinchbeck Parishioners.	£10.00 per hour (or part thereof)	Booking officer
Organisation based outside the civil Parish of Pinchbeck	An organisation based outside of the Parish and the use of the rooms is for a local charitable purpose or solely for the benefit of Pinchbeck Parishioners.	£12.50 per hour (or part thereof)	Chair of the Community Hub & Library Committee or the Parish Clerk.
Any individual or organisation based outside the civil Parish of Pinchbeck	For the provision of services at the request of the Parish Council.	Decided on a case-by-case basis.	Chair of the Community Hub & Library Committee or the Parish Clerk.

Exclusions from discounts

Regardless of the above the discounted rate will not be applied in any of the following circumstances:

- Where the hirer is a profit-making individual or organisation using The Hub for commercial or profit-making purposes.
- A charge is made for people attending the event or activity provided by the Hirer above and beyond what is reasonable to cover the hire charge.
- Where there is no clear benefit to the local community