

## HCC Hire Charges Policy

Approved by: HCC Board

Policy Owner : Annette Armstrong

Status: Approved

Date Approved: 12.05.26

Review Date: 14.05.27

### STATEMENT

The Huddersfield African West Indian (HUDAWI) Cultural Centre is a Company Limited by Guarantee Organisation (CLG). The Company's purpose is to provide community facilities for meetings, learning and collaboration between community organisations. Additionally, we aim to facilitate and promote social inclusion and cohesion through educational programmes and events, without limitation to background. In pursuing these aims, the HCC recognises the particular needs of African Caribbean communities and will prioritise initiatives that address those needs, while remaining open and accessible to all who fall within the HCC's purposes. Through these initiatives, HCC seeks to build a stronger, more connected community where individuals feel empowered.

### Our Operating Principles and Values

As a CLG, we take our compliance obligations seriously with duties, responsibilities, and public trust to be upheld accordingly. Our key values are transparency, accountability and operating consistently and fairly. This policy ensures that we operate legally and safely, in line with legislation and best practice, to protect the people, our purpose, our finances, and the reputation of HCC.

### Legal and Regulatory Context

This policy operates within the framework of relevant UK legislation and recognised good practice guidance relating to equality, health and safety, premises liability, and licensed activities. This includes (where applicable) the Equality Act 2010, Health, and Safety at Work etc. Act 1974, Occupiers' Liability Act 1957, The Licensing Act 2003, Workplace (Health, Safety and Welfare) Regulations 1992 Display Screen Equipment Regulations 1992

The policy also supports the organisation's financial stewardship obligations as expected **of charities and community organisations.**

## **Hire Charges, Deposits and Bonds Policy**

### **1. Purpose**

This policy sets out financial arrangements for the hire of HUDAWI Cultural Centre facilities, including hire charges, booking deposits, payment schedules, and refundable damage/security bonds.

### **2. Scope**

This policy applies to all individuals, community groups, organisations, and commercial hirers using any space within the HUDAWI Cultural Centre.

This policy should be read in conjunction with the HUDAWI Cultural Centre Bookings Policy which sets out booking procedures and the Bond and Deposit Policy

### **3. Flexible Workspace and Virtual Office Use**

The Centre may offer flexible workspace (hot-desking) and virtual office services.

All physical workspace use must comply with health and safety requirements, including safe occupancy levels, clear access routes, and appropriate working conditions.

Virtual office services are provided as administrative services only and do not constitute tenancy or exclusive occupation rights.

Separate terms and conditions apply to flexible workspace and virtual office use

### **4. Definitions**

- Hire Fee – Total charge payable.
- Booking Deposit – Payment to secure booking deducted from final hire fee.
- Damage/Security Bond – Refundable payment protecting the Centre against damage or breaches.

### **5. Hire Charges**

Hire charges are published in the Hire Charges Schedule and may vary depending on event type. See Appendix A for pricing schedule. Final hire charges are calculated by applying cumulative percentage adjustments to the base hourly rate. All final prices are rounded to the nearest whole pound.

### **6. Donations, Discounts and Special Arrangements**

#### **6.1 Principle**

The HUDAWI Cultural Centre operates on the principles of transparency, fairness, and proper stewardship of charitable assets. Hire charges represent the value of Centre facilities and must be applied consistently in accordance with the approved Schedule of Charge

#### **6.2 Donations**

Donations to the Centre must be:

## POL34 Hire Charges Policy vs4

- Voluntary
- Unconditional
- Not linked to, or contingent upon, the provision of discounted, free, or exclusive use of facilities

A donation must not be used as a substitute for, or offset against, hire charges unless formally approved in accordance with this policy and the Delegated Authority Policy.

### 6.3 Discounts, Waivers and Subsidised Use

Any reduction in hire charges, including:

- Discounts
- Fee waivers
- Subsidised or reduced-rate hire
- Extended hours or additional space provided without charge.

must:

- Be clearly identified and recorded as a **discount or subsidy**, not as a donation.
- Be applied transparently and consistently.
- Be processed through Hallmaster as part of the official booking record.
- Be approved in advance in line with the Delegated Authority Policy

Under no circumstances should informal or verbal agreements be used to vary hire charges.

### 6.4 Linked Arrangements (Donations and Hire)

Any arrangement where a donation is made in connection with a booking must:

- Be treated as a **linked financial arrangement**.
- Be fully documented.
- Clearly demonstrate that:
  - The hire charge reflects the approved pricing structure, or
  - Any variation has been formally approved as a discount or subsidy.

Such arrangements must not result in:

- Preferential treatment
- Undervaluing of Centre facilities
- Circumvention of the approved pricing structure

All linked arrangements must be approved at the appropriate level under the Delegated Authority Policy.

### **6.5 Exclusive Use of the Building**

Exclusive use of the building, including access to multiple rooms, kitchen facilities, and extended hours:

- Must be priced in accordance with the full Schedule of Charges
- Must not be provided in exchange for a donation without formal approval.
- Will normally require escalation due to the higher financial value and operational impact.

### **6.6 Conflict of Interest**

Where any trustee, staff member, or volunteer are involved in a booking:

- Has a personal, family, or organisational connection to the hirer

they must:

- Declare interest in line with the Conflict-of-Interest Policy
- Take no part in the negotiation, decision-making, or approval process.

The arrangement must be independently reviewed and approved in accordance with governance requirements.

### **6.7 Record Keeping and Audit**

All decisions relating to:

- Discounts
- Waivers
- Donations linked to hire
- Non-standard or exceptional arrangements

must be:

- Fully documented
- Recorded within the booking system (Hallmaster)
- Available for audit and trustee oversight

Failure to follow this process may result in the arrangement being deemed invalid.

## **7. System and Calculation Control**

### **Purpose and Use of the Approved Excel Pricing Calculator**

The approved Excel Pricing Calculator is a contingency and support tool only. It is designed to mirror the agreed Schedule of Charges and assist staff or authorised users in producing indicative hire charge calculations where Hallmaster is temporarily unavailable, internet access is unavailable, or a quick internal estimate is required.

The Excel Pricing Calculator must not be used as a replacement for Hallmaster. Hallmaster remains the primary and official system for calculating, recording, issuing, and managing hire charges, bookings, deposits, balances, invoices, and audit records.

Any calculation produced using the Excel Pricing Calculator must be entered into Hallmaster at the earliest opportunity. A booking should not be treated as confirmed, and a quote should not be treated as formally issued, until it has been processed through Hallmaster.

The Excel Pricing Calculator must not be used to:

- bypass Hallmaster.
- create unofficial or unrecorded bookings.
- issue final confirmed quotes without Hallmaster entry.
- amend approved rates outside the Schedule of Charges.
- apply discounts, waivers, or special terms without appropriate delegated authority.
- replace the normal booking, invoicing, or audit process.

Where there is any difference between Hallmaster and the Excel Pricing Calculator, Hallmaster should be treated as the controlling record, unless the discrepancy is identified as a Hallmaster configuration error and is escalated for correction.

All staff and authorised users must ensure that pricing decisions are applied consistently, fairly, and in line with the approved Schedule of Charges, this policy, the Bookings Policy, and the Delegated Authority Policy.<sup>8</sup>

## **8 Booking Deposit**

A booking deposit is required to secure a booking and will normally be 25% of the total hire fee.

## **9. Payment of Remaining Hire Fees**

The remaining balance must normally be paid 14 days in advance of the event.

## **10. Damage / Security Bond**

A refundable bond may be required based on the Event Risk Assessment Framework. Payment of the Bond must be paid within two weeks the date of the booking confirmation.

**11. Bond Return and Deductions**

Bonds will normally be returned within 10–14 working days if no deductions are required.

**12. Equality and Fairness**

Charges and financial requirements are applied consistently and in accordance with the Equality, Diversity, and Inclusion Policy.

**13. Approval and Review**

**. Review and Approval of Policy**

This policy will be reviewed on a regular basis to ensure that it remains effective and continues to comply with all relevant legal and regulatory requirements. The Organisation will monitor any changes in legislation or best practices and update this policy accordingly to maintain its integrity and effectiveness.

Date 12.05.26.

Signed *Dominic Pinnock*

Name : Dominic Pinnock

Position in organisation: Chair

Review Date 31/03/27. \_\_\_\_\_

- **Version Control - Approval and Review**
- This policy(POL34) will be reviewed by the Board annually, as part of our budget financial planning cycle.

**Version Control**

Version No	Approved By	Owner	Approval Date	Main Changes	Review Period
1.0	Draft	Annette Armstrong		Draft circulated 06.05.26	For Scrutiny
2.0	HCC Board	Annette Armstrong	08.05.26	Revised Draft circulated on the 1 <sup>st</sup> of May 26	Financial budget setting cycle
3.0	HCC Board	Annette Armstrong	12.05.26	Revised Draft to reflect change to schedule of charges 26/27	Financial budget setting cycle
4.0	Chair	Annette Armstrong	17.05.26	Legal status recorded as a Company Limited by Guarantee in the Statement	Pending outcome of CIO

## Appendix A: Schedule of Charges 2026/2027

This appendix sets out the agreed schedule of charges for facility hire for the financial year 2026/2027. All charges are subject to applicable multipliers as outlined below.

### Formula

Final Price = Base Rate × (1 ± Category %) × (1 ± Day %) × (1 ± Time %) → Rounded to nearest £

### 1. Rate Multipliers

Type	Label	Multiplier	Notes
Category	Community / non-profit	0.75	Discounted community rate
Category	Charity / Partner	0.60	Strategic partner rate
Category	Commercial	1.28	Standard full rate
Category	Private / Functions	1.15	Premium for private hires
Day	Weekday (Mon–Thu)	1.00	
Day	Fri	1.05	Slight uplift
Day	Weekend (Sat–Sun)	1.15	Higher demand
Time	Off-peak (08:30–16:00)	0.95	Lower demand
Time	Peak (16:00–21:00)	1.10	Higher demand
Time	Late (21:00–00:00)	1.20	Late-night premium (weekends only)

## POL34 Hire Charges Policy vs4

### 2. Base Hire Rates by Space

Space	Capacity	Base Rate	Unit
Main Hall	200	£81.00	Per hour
Lounge	50	£35.00	Per hour
Flexible Working Space/Hot Desk	30	£5.00	Per hour
Ten desks x 3 time slots			
X 10 desks			
Room 1	30	£36.00	Per hour
Room 2	16	£27.00	Per hour
Room 3	16	£27.00	Per hour
Room 4	16	£27.00	Per hour
Room 5	16	£27.00	Per hour

### Damage/Security Bond – Prior to event Damage / Security Bond Guidance

Risk Level	Typical Bond Range	Example Events
Low Risk	£0–£50	Small meetings
Medium Risk	£100	Community events
Higher Risk	£500-£1000	Large events

### Appendix B - Worked Charge Calculation Examples 2026/2027

**Purpose:** These examples show how hire charges should be calculated using the agreed Schedule of Charges, the 25% booking deposit rule, and the relevant delegated authority thresholds. They are illustrative examples only and should be adjusted if the booking type, day, time, duration, bond level, or risk assessment changes.

#### Calculation method

- Base hire charge = base hourly rate x number of hours.

POL34 Hire Charges Policy vs4

- Adjusted hire charge = base hire charge x hirer category multiplier x day multiplier x time multiplier.
- Booking deposit = 25% of the adjusted hire charge and is deducted from the final hire fee.
- Balance due = adjusted hire charge less than the booking deposit, normally payable 14 days before the event.
- Damage/security bond is payable separately where required and is refundable subject to inspection and any permitted deductions.

**Example 1 - Main Hall hire**

**Scenario:** A community/non-profit hirer books the Main Hall for 4 hours on a Friday during peak time. The event is assessed as medium risk and a £100 refundable bond is required.

Item	Calculation	Amount
Base rate	Main Hall: £81.00 per hour	£81.00
Duration	4 hours	
Base hire charge	£81.00 x 4 hours	£324
Category multiplier	Community / non-profit: 0.75	
Day multiplier	Friday: 1.05	
Time multiplier	Peak (16:00-21:00): 1.10	
Adjusted hire charge	£324.00 x 0.75 x 1.05 x 1.10	£280.66
Booking deposit	25% x £259.88	£70.16
Balance due	£280.66 – 70.16	£210.50
Refundable bond	Medium risk bond	£100.00
Total payable before event	Adjusted hire charge + refundable bond	£380.66

**Example 2 - Room 1 hire**

**Scenario:** A commercial hirer books Room 1 for 3 hours on a weekday during off-peak time. The booking is assessed as low risk and a £50 refundable bond is required.

Item	Calculation	Amount
Base rate	Room 1: £36.00 per hour	£36.00
Duration	3 hours	
Base hire charge	£36.00 x 3 hours	£108
Category multiplier	Commercial: 1.28	
Day multiplier	Weekday (Mon-Thu): 1.00	
Time multiplier	Off-peak (08:30-16:00): 0.95	
Adjusted hire charge	£108 x 1.28 x 1.00 x 0.95	£131.33
Booking deposit	25% x £131.33	£32.83
Balance due	£131.33 – 32.83	£98.50

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Refundable bond	Low risk bond	£50.00
Total payable before event	Adjusted hire charge + refundable bond	£181.33

**Delegated authority note:** The adjusted hire charge of £131.33 is within the Employees/Volunteers limit of up to £1,000 and the Centre Manager limit of up to £2,500. If the booking requires a contract, special terms, write-off, waiver, or non-standard arrangement, approval must follow the applicable delegated authority threshold.

### Operational notes

- All calculations should be rounded to the nearest penny.
- The booking deposit is part-payment of the hire fee and should not be confused with the refundable damage/security bond.
- The 25% deposit must be paid within 7 days to secure the booking.
- The bond will be paid 7 days prior to the booking.
- Charges should be applied consistently, fairly, and in accordance with HUDAWI policies, including equality and delegated authority requirements.
- Where bookings are unusual, high-risk, discounted, waived, or outside the agreed schedule, the matter should be referred to the appropriate person or body approving before confirmation.