

St Andrews Community Centre: Room Bookings

Explained



Making a Booking



All room bookings should be requested through our online platform, HallMaster.

Click the + on your chosen date to open the booking request form.

You will be asked to register an account. This will allow you to view and manage your booking(s).

Complete your booking details, including the room you would like to hire, how many people you expect to attend, and your booking start and end time. **Please include any time required for setting up and clearing down.**



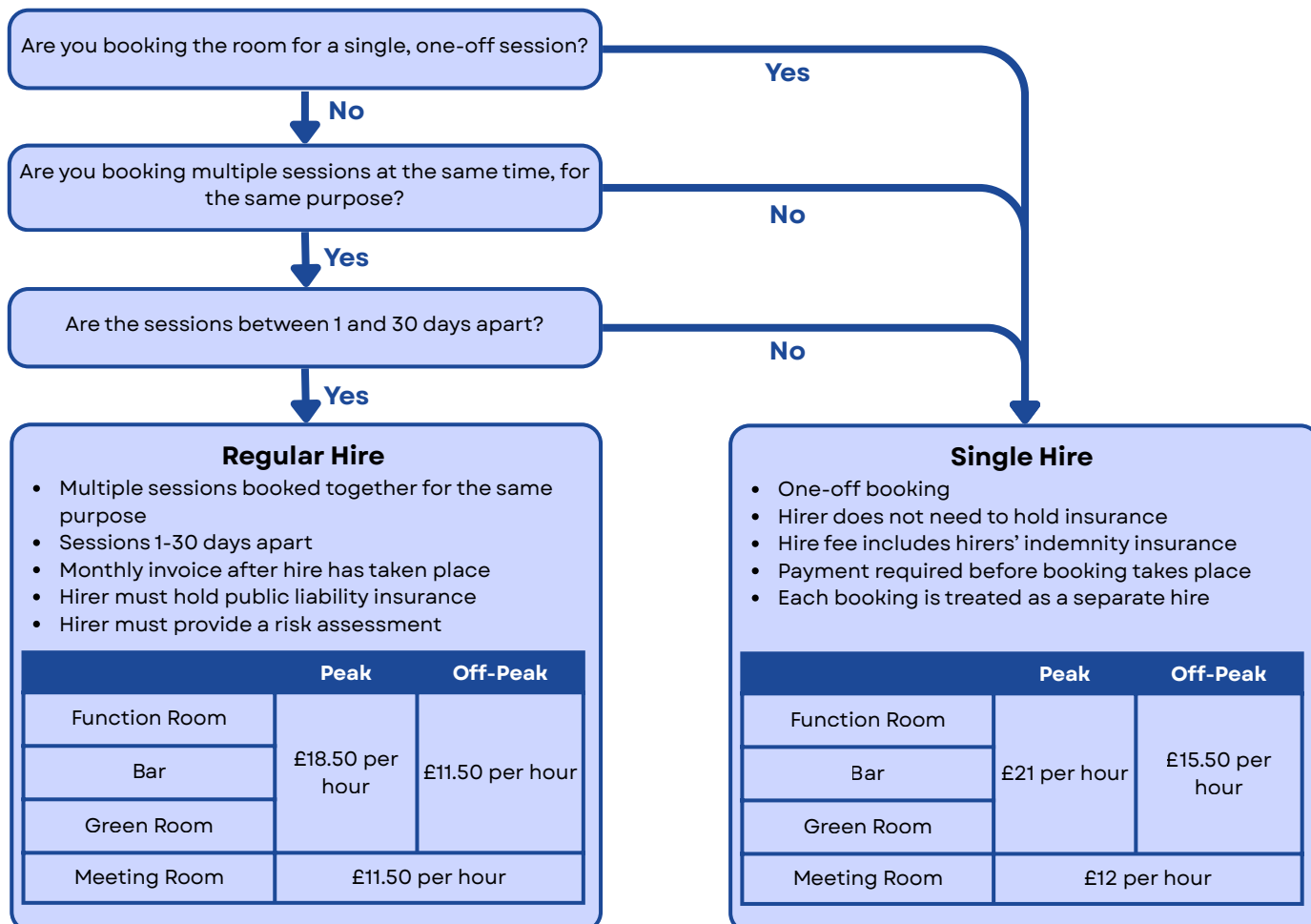
Scan for our online booking calendar

Room Hire Charges

We offer three different **booking types**, each with different hire charges. Charges also vary based on the day and time of booking.

Peak: Monday - Friday after 4pm, all day Saturday- Sunday

Off-Peak: Monday - Friday before 4pm



Bank Holidays

All charges are double on bank holidays.

This includes room hire and additional services (below).

Where VAT applies, VAT is added to the double charge.



Additional Services

Additional services can be added to your room booking request in the 'Additional (Line) Items' section.

Additional (Line) Items

Line Item Group	Line Item	Quantity	Cost	
Refreshments	Use of drinkware (up to 4 h)	1	£2 per item	Add

Refreshments

	Option A: Use of drinkware	Option B Tea/coffee and biscuits per person	Option C Tea/coffee and biscuits for larger groups (half day)	Option D Tea/coffee and biscuits for larger groups (full day)
	Our basic package for hirers who are happy to provide their own refreshments	Refreshments for smaller groups, provided for the duration of the hire session (servings are not limited).	Alternative to Option B, where the package price is more economical for 24+ attendees.	Alternative to Option B, where the package price is more economical for 24+ attendees.
Cost	£2 + VAT per session	£3 + VAT per person, per session	£69 + VAT per session	£103 + VAT per session
Length of session	Up to 4 hours	Up to 4 hours	Up to 4 hours	Up to 8 hours
Includes:	Use of cups, crockery, and glassware Use of hot water boiler	Teabags Instant coffee Milk Sugar Biscuits Use of cups, crockery, and glassware Use of hot water boiler	Teabags Instant coffee Milk Sugar Biscuits Use of cups, crockery, and glassware Use of hot water boiler	Teabags Instant coffee Milk Sugar Biscuits Use of cups, crockery, and glassware Use of hot water boiler
Does not include:	Teabags Instant coffee Milk Sugar Biscuits			

Caretaking Services

Hirers are welcome to arrange the room according to their needs. Any special requirements can be identified on the booking request form, and our team will contact you to discuss these further.

Additional caretaking services are not included as standard. Where specific caretaking tasks are requested that are beyond the usual service provided, an additional charge of **£21 per hour** will apply. This may include tasks such as arranging or rearranging tables, chairs, or other furniture.

Important Notes

- Prices are reviewed at least annually, and set from 01 April each year
- Hirers **must** include all required room access, set-up, and cleardown time when booking
- The parish council reserves the right to review and amend fees and charges
- Room hire and room set-up/cleardown charges are not subject to VAT. Refreshment and equipment charges are subject to VAT.