

Schedule of Hire Charges

St Peter's, Colchester

Adopted by the PCC: March 2026

Review date: March 2027

Policy owner: The Parochial Church Council

1. St Peter's Church Building

- 1.1. The following charges apply to hire of the church building:
 - 1.1.1. First 4 hours: **£250**
 - 1.1.2. Each additional hour: **£30 per hour**
 - 1.1.3. Support and/or stewarding (after the first hour): **£20 per hour, per steward**
 - 1.1.4. Heating (if required): **£80**
- 1.2. Booking protocol:
 - 1.2.1. Booking requests must be made using the online booking form. (A £25 admin fee will be applied in cases where alternative booking and payment provision is required.)
 - 1.2.2. Once a booking has been agreed in principle, the prospective Hirer will receive an email with their invoice and a link enabling online payment. All bookings are provisional and are not secured until the required deposit or payment has been received.
- 1.3. Deposit and payment arrangements:
 - 1.3.1. A flat-rate deposit of **£250 per event** is required.
 - 1.3.2. The remaining balance must be paid no later than **28 days prior** to the event or at the time of booking if fewer than 28 days remain.
- 1.4. Cancellation charges:
 - 1.4.1. More than 28 days' notice: **£50 administration fee**
 - 1.4.2. 28 to 15 days' notice: **50% of the total cost**
 - 1.4.3. 14 days or fewer: **100% of the total cost**

2. St Peter's Church Hall

2.1. The following charges apply to the hire of the church hall:

Category of Use	One-off Hire (£ per hour)	Regular* Booking (£ per hour)
Church / Ministry use <i>(including church groups and activities aligned with the PCC's mission)</i>	£15	£10
Charity / Not-for-profit use	£20	£15
Community benefit	£25	£20
Private / Commercial use <i>(including ticketed events and corporate bookings)</i>	£30	£25

**Regular bookings comprise a minimum of 10 booked sessions.*

2.2. Booking protocol:

2.2.1. Booking requests must be made using the online booking form. (A £25 admin fee will be applied in cases where alternative booking and payment provision is required.)

2.2.2. Once a booking has been agreed in principle, the prospective Hirer will receive an email with their invoice and a link enabling online payment. All bookings are provisional and are not secured until the required deposit or payment has been received.

2.3. Deposit and payment arrangements for 'one off' events:

2.3.1. A **non-refundable deposit** equivalent to the cost of **the first two hours** of the booking is required.

2.3.2. The remaining balance must be paid no later than **28 days prior** to the event or at the time of booking if fewer than 28 days remain.

2.4. Deposit and payment arrangements for 'block bookings':

2.4.1. A **non-refundable deposit** equivalent to the cost of **the first four sessions** is required.

2.4.2. Hire charges will be invoiced **monthly in arrears**.

2.4.3. The original deposit will be held until the end of the agreed hire period and applied to the final invoice. Any surplus will be refunded.

2.5. Cancellation charges:

2.5.1. More than 28 days' notice: **Non-refundable deposit only**

2.5.2. 28 to 15 days' notice: **50% of the total cost**

2.5.3. 14 days or fewer: **100% of the total cost**

3. Storage

3.1. The following charges apply to hire of storage areas:

Category of Use	Storage Charge
Church / Ministry use	£50 per cubic metre, per calendar month
Other use	£150 per cubic metre, per calendar month

3.2. Arrangements:

3.2.1. Storage hire is subject to availability and strict terms and conditions. Where available, a 'Storage Hire Agreement' will be entered into by mutual agreement between the Hirer and the PCC, and this will be confirmed by email to the church office. The agreed storage charges will be added to the Hirer's invoices monthly, in arrears.

3.3. Available Storage Areas:

3.3.1. Corridor Cupboard: 5.52 cubic metres

3.3.2. Cupboard 2 Bottom shelf: 0.19 cubic metres

3.3.3. Cupboard 2, Shelf 1: 0.13 cubic metres