

# Introducing the Hire Schedule

We're introducing a hire schedule form so you can let us know the times and days you use the hall and your holiday for the next 6 months in advance. The year will be split into two periods as follows:

- **October - March hire schedule:** Form to be returned by the 12th September.
- **April - September hire schedule:** Form to be returned by the 12th March.

Forms are to be sent to the Bookings Secretary (bookings@villagehallstanton.com). Once we've received your annual hire schedule, then we'll be able to calculate and confirm your monthly hire fee for the next six-month period, taking into account any unpaid holiday allowance you will take.

## Hire Fee Calculation

We want to explain a little more about how we'll calculate your monthly hire fees using your hire schedule. The following approach will be adopted to ensure that there is the same amount payable each month (at the moment this differs between some months having 5 weeks and others having 4 weeks). This also encourages subscriptions and standing orders to be setup to prevent late payments.

### How we calculate hire fees:

1. Calculate Hire weeks: 26 weeks over the 6-month period, less no. of holiday weeks declared in the Hire Schedule.
2. Calculate 6-month Fees: Number of weeks (with holidays removed) x cost per session.
3. Calculate Monthly rate: 6-month fee divided by 6 months. Results in a recurring monthly amount.

### Example:

Jenny has been an evening hirer for about a year so she is on a £14 per hour rate. She uses the hall for one hour a week (she uses a few more minutes to tidy the Hall after her session but not enough to round upto 1hr 15mins). She plans to take 4 weeks' holiday over the six-month period.

1. Calculate Jenny's Hire weeks: 26 weeks over the 6-month period, less 4 weeks holiday as declared in the Hire Schedule.
2. Calculate Jenny's 6-month Fees: 22 billable weeks (26 less holiday weeks) x £14 (cost per session) = £308.00 .
3. Calculate Jenny's Monthly rate: £308.00 (6-month fees) divided by 6 months. Jenny's monthly hire fee will be £51.33 per month (regardless of whether it is a 4 or 5 week month).

Jenny could also save 5% by paying for the 6 months in one-payment

Once we have calculated your monthly amount for the 6 month period we will send you a recurring invoice. This is an invoice that recurs every month for six months to cover the hire period. We encourage you to setup a standing order so this is paid to us automatically.

Get 5% off

We introducing the opportunity to pay for your six-month hire in one payment. You will save 5% when you do. **One easy invoice and payment to streamline your accounts.**

# Hire Schedule: October to March (Period 1)

Use this form to tell us about your intended use from October to March. This form must be returned to [bookings@villagehallstanton.com](mailto:bookings@villagehallstanton.com) by the 12th September annually. You should book to the nearest 15 minutes (for instance 1 hour 5 mins is rounded down to 1 hour. 1 hour 12 minutes is rounded to 1hr 15 mins).

## Contact details:

Your Organisation and Contact Name:

Contact Email:

Activity:

Email for Invoices (if different):

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## When you want the Hall:

The day(s) and time(s) you want to use the Hall (this must include setup and pack away to the nearest 15 mins):

Monday:

Wednesday:

Friday:

Sunday:

Tuesday:

Thursday:

Saturday:

Total weekly use to the nearest 15 minutes:

hours

minutes

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## When you don't want the Hall (max 13 unpaid holiday sessions per year (Period 1 plus Period 2)):

Holiday dates you plan to take in this period:

Oct holidays:

Jan holidays:

Nov holidays:

Feb holidays:

Dec holidays:

Mar holidays:

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## Extra time you need in this period (October to March).

Do you need extra time for a Christmas Party, Concert, Performance, or other Event? Pop down the dates and times and we'll email you to explore and confirm.

Extra dates and times we'd like:

# Hire Schedule: April to September (Period 2)

Use this form to tell us about your intended use from April to September. This form must be returned to [bookings@villagehallstanton.com](mailto:bookings@villagehallstanton.com) by the 12th March annually. You should book to the nearest 15 minutes (for instance 1 hour 5 mins is rounded down to 1 hour. 1 hour 12 minutes is rounded to 1hr 15 mins).

## Contact details:

Your Organisation and Contact Name:

Contact Email:

Activity:

Email for Invoices (if different):

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## When you want the Hall:

The day(s) and time(s) you want to use the Hall (this must include setup and pack away to the nearest 15 mins):

Monday:

Wednesday:

Friday:

Sunday:

Tuesday:

Thursday:

Saturday:

Total weekly use to the nearest 15 minutes:

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## When you don't want the Hall (max 13 unpaid holiday sessions per year (Period 1 plus Period 2)):

Holiday dates you plan to take in this period:

Apr holidays:

Jul holidays:

May holidays:

Aug holidays:

Jun holidays:

Sep holidays:

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## Extra time you need in this period (October to March).

Do you need extra time for a Party, Concert, Performance, or other Event? Pop down the dates and times and we'll email you to explore and confirm. Note, non-regular hire use is charged at £15 per hour as we find our paper towels etc are used more heavily for these events.

Extra dates and times we'd like: