



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

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## **Braunstone Civic Centre and Thorpe Astley Community Centres Scheme for Regular Bookings – Information for Regular Hirers**

From 1st April 2019, regular hirers of Braunstone Civic Centre and Thorpe Astley Community Centre can secure a regular weekly slot, i.e. The same time slot in the same room each week for any period of 12 months, by paying a *Regular Bookings Bond*. The hirer then pays for each booking in full prior to using the room. Assuming all bookings are used and paid for, the *Regular Bookings Bond* is refunded at the end of the 12-month period.

Up to five cancellations are allowed providing 28 days' notice is given, without forfeiting the *Regular Bookings Bond*. If the hirer chooses to cancel more than five bookings or all of the remaining bookings, the hirer is not liable for the cancelled room hire fees but forfeits the *Regular Bookings Bond*.

In addition, where the room payment is made by Standing Order, a 5% discount is applied to the room hire charge.

Regular Hirers on this scheme are also able to make bookings of a minimum of 1 hour during weekdays, excluding Bank Holidays (the standard minimum booking period for weekdays is 2 hours).

### Scheme Application

The scheme applies to a single hirer who is booking the same time slot each week for a period of 12 months.

The period of 12 months begins on the date of the first booking.

### How to secure a regular slot

In order to secure a regular slot, i.e. The same time each week for a period of 12 months:

1. complete and sign the *Regular Bookings Form*;
2. pay the *Regular Bookings Bond* at the time of booking to secure the slot as follows:

Category of Room	Amount
A: Millfield Hall	£250
B: Council Chamber, Thorpe Astley Main Hall	£150
C: Ravenhurst Room, Large Meeting Room with Activity Room	£100
D: Fosse Room, Thorpe Astley Large Meeting Room, Activity Room	£50
E: Thorpe Astley Small Meeting Room	£50
F: Civic Centre Meeting and Interview Rooms	£50

3. you will receive a booking confirmation that all dates are added to the bookings diary and you will be issued with the standard terms & conditions of hire;

### Scheme Operation

4. you are required to pay for each booking in full in advance and at the latest on the day of the booking prior to using the room;
5. you are allowed up to five cancellations providing 28 days' notice prior to the date(s) concerned is given, losing the *Regular Bookings Bond* (referred to in 2 above) and without incurring the transfer/cancellation charges.

### Refund of the Bond

Assuming the terms (4 & 5 in the section above) are adhered to, the you are entitled to the full refund of the *Regular Bookings Bond* (referred to at 2 above) or, assuming no increase in the rate, to roll it forward to secure a regular slot in the subsequent 12-month period.

In the event that the terms were not adhered to, i.e. payments are outstanding, less than 28 days' notice was received for a cancellation or more than 5 of the original dates booked were cancelled, then the *Regular Bookings Bond* is retained (i.e. not refunded and it cannot be rolled forward for the subsequent 12 month period).

### Payment by Standing Order

Where you make an annual regular booking in accordance with the above and opt to make the room hire payments by regular Standing Order (rather than invoice and/or payment by cash, card or cheque):

1. A 5% discount is applied to the room hire fee only.
2. you must be in credit with payments at the time of each booking. If you cancel the standing order, the payment is rejected due to insufficient funds or you are behind with payments, then the cost of the room hire from that point forward until it is rectified is charged at the standard rate.
3. The discount does not apply to:
  - i. the *Regular Bookings Bond* referred to in point 2 of the section above
  - ii. the *Bond for Excess Charges*,
  - iii. any deposit payment (although it will apply to the charge as a whole),
  - iv. any additional room hire charges not booked in advance (i.e., you do not vacate the room by the end time),
  - v. transfer/cancellation fees, or
  - vi. supplies such as tea & coffee or the projector.