

# Pavilion Venue Hire

## Regular, Commercial & Private Bookings

### Equipment

Fixed equipment:	FREE
Digital projector & projector screen:	Cost per item: £7.20 half day
Flipchart stand with integral whiteboard:	FREE
Flipchart pad:	Cost per pad £7.20
Football pitch hire – Adult	£46.00
Football pitch hire – Junior	£23.00

### Out of Hours & Weekend Bookings

Bookings will be subject to an opening/closing fee.

Weekdays £8  
Saturdays £10.50  
Sundays £15.75

### Refreshments

Access to the kitchen, use of crockery and cutlery is included in the room rate. *\*It is the responsibility of the hirer to clear away, wash up and leave as found.*

### VAT

All prices are inclusive of VAT. VAT is charged at standard rate.

### Hire Charges

Regular hirers will be invoiced monthly in arrears. One off private bookings, for example birthday parties, are payable 2 weeks in advance and can be paid by cash or card at the Clay Farm Centre prior to the booking. Telephone payments can be arranged with the Clay Farm/Pavilion Administrator.

Please email [trumpingtonpavilion@cambridge.gov.uk](mailto:trumpingtonpavilion@cambridge.gov.uk)

Charges are made from the time access is required to set up to the time the area is cleared. Bookings can be made in 15 minutes blocks.

## Liability Insurance

All regular hirers must have insurance to cover their activity for up to £2 million. A Current and adequate certificate must be provided with the booking form. Private parties will incur a small hirer's liability insurance fee.

## Hire Charges 2024-2025 (Per Hour)

	Band D – Local Community			Band C – Organisations & Charities		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Pavilion Main Hall (inc kitchen)	£10.50	£2.10	£12.60	£13.13	£2.62	£15.75
	Band B – Commercial (low profit)			Band A – Commercial/Private Enterprise		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Pavilion Main Hall (inc kitchen)	£14.88	£2.97	£17.85	£20.13	£4.02	£24.15

- Band A **Commercial and private enterprise** – Examples include corporate events, dinners and conferences.
- Band B **Cultural and events** – Examples include concerts, gigs, cultural events and other 'for-profit' activity.
- Band C **Organisations**, includes statutory organisations such as local authorities, government organisations, NGOs, churches, charities and NHS. **Classes**, includes for example yoga, dance, sports and other small local businesses
- Band D **Local community/community events** - For events aimed at the local community and open to all in the community. Does not include private parties/events. Please see separate 'Private Party' rates.

**Private Parties are charged at Band C rates and will also incur a small hirer's liability insurance fee. Details given upon enquiry.**