

# RANMOOR PARISH CENTRE

5 RANMOOR PARK ROAD, SHEFFIELD, S10 3GX

<http://parishcentre.stjohnsranmoor.org.uk/>  
[administrator@stjohnsranmoor.org.uk](mailto:administrator@stjohnsranmoor.org.uk)

0114 230 1199

Registered charity number 511649

## Hire Rates 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

Hourly Rates	Standard	Discounted Rate (See note 1)	Regular session (8-19 per annum)	Regular Session (20+ per annum)
All Rooms	£65.00	£51.00	£39.00	£27.00
Garden Room	£37.00	£30.00	£22.00	£15.00
Rooms 1&2	£35.00	£28.00	£21.00	£14.00
Room 1	£26.00	£21.00	£15.00	£12.00
Room 2	£21.00	£17.00	£15.00	£12.00
Annexe	£33.00	£28.00	£20.00	£12.00
Children's Parties <i>See note 2</i>	£60.00			

### Day Rate:

Please speak to us about full day rates for special events, seminars, workshops etc.

### Kitchen

More than one group often use the Centre at the same time. On occasions it will be necessary, even when a group has paid for use of the kitchen, for the space to be shared with another group who have booked to use the centre.

Use of kitchen (per session) see note 3	Rate
Hot Drinks, biscuits light refreshments only	Free
Use the electric appliances i.e. cooker, microwave and dishwasher	£45 per session

**Note 1: The discounted rate will apply to:**

- + Registered charities (with charity number)
- + People whose address is in Ranmoor Parish
- + People who are on the electoral roll of St John's Ranmoor
- + The discount only applies to the full room rates; there is no further discount from the regular user rates. There is no discount available for the use of the cooker, microwave and / dishwasher

**Note 2: The special offer for children's Parties is:**

The parties are for children of 12 years and under

For parties held on Saturdays, Sundays or straight after school

For parties that finish before 6pm

The offer assumes that the organiser will not require full use of the kitchen facilities; if they do then an additional £45 would apply

**Note 3:** A session is between the start and end times that your group has booked to use the centre – this includes set up and clear down times. We allow 15 minutes between groups to changeover.

**Note 4: For regular Users**

- a) Invoicing is quarterly unless you specify otherwise to pay weekly or monthly. Invoices are sent usually around weeks 5-6 of the  $\frac{1}{4}$ . If you can please ensure we have received payment for your hire by the end of  $\frac{1}{4}$ .

Quarter 1 is Jan – March

Quarter 2 is April – June

Quarter 3 is July – September

Quarter 4 is October – December

- b) Please can you ensure that the Parish Centre administrator is aware if you are not using the centre on a normal hire session. We understand that sometimes you have to cancel classes at the last minute, but as much notice as possible is appreciated as we heat the rooms based on usage.
- c) Please can you ensure that all tables and chairs are put back in the store area at the end of your session
- d) Storage of Items – There is Storage rack in the chair store and one in the cleaning cupboard. If you are a regular user, you can use this area keep items that you regularly need. Please keep any items in a plastic box with a lid – *not in bags*. Loose items will be moved to our lost property. We cannot accept liability for items left in these public areas.