



Hale Community Centre's Board of Trustees Bookings/Rates of Hire Review – November 2023

At the last board meeting on 5th September, it was minuted (Item 4.7) that the Board would look at bookings/rates of hire, etc at the next meeting in view of the Centre Manager asking the Board to consider how they would like the Centre to balance the issue of capacity due to regular room hirers.

To enable the Board to give this request consideration, the following information has been extracted from our Hallmaster Booking System: -

1. OCCUPANCY

Although HCC's occupancy will never be 100%, the actual day-to-day occupancy figures for all the rooms continues to grow as figures extracted from Hallmaster for this month show when compared to November 22.

The attached Appendix is a download from Hallmaster providing a glimpse of a typical week (week commencing Monday 13th November) of various regular bookings and activities taking place at the both the Community Centre and Youth Centre.

Room occupancy factor for November 2023 based on rooms usage throughout both November 2022 and November 2023: -

Name	Total Minutes Used	% Occupancy for Nov 22	Total Minutes Used	% Occupancy for Nov 23
Main Hall	7,725	30.65%	9,525	37.80%
Lounge	5,415	21.49%	6,510	25.83%
Training Room	4,395	17.44%	5,475	21.73%
Consultancy Room	6,840	27.14%	7,320	29.05%
Youth Centre	7,455	29.58%	9,705	38.51%
Total	31,830		38,535	

Of the 198 bookings this month (as of 11th November) these bookings include: -

- Three Party bookings
- Twenty-two bookings associated with Project Engagement activities including the Wednesday Pop-in, Kids on the Hill, Local Community Youth Counselling, etc
- Twenty-vie Youth provision bookings – Youth Clubs and Girlz Club
- Twenty-four bookings relating to Health & Wellbeing Projects including Slow Cooking Course with Coral, Family Fitness Sessions, Sign & Say, etc.

- Ninety-nine regular block bookings, including SWA2E Teaching Sessions, Slimming World, NHS Oxygen & Respiratory Clinics, Hale & Weybourne Rainbows, Carl Irving Upholstery, etc ^{Item 5.2(c)}

2. STANDARD RATES OF HIRE

The Centre is available to book daily - from 9:00am to 11:30pm. **NB:** advertised standard rates slightly differ to today's actual rates of hire

Room	Weekdays per hour	Weekends per hour	Fixed Daily Rate (12 hours plus)
Main Hall	£17.00	£17.00	£120.00
Lounge	£8.00	£10.00 ①	£58.00
Training Room	£14.00	£14.00	£86.00
Main Hall/Lounge	£17.00 ①	£20.00	£144.00
All Rooms (excl. YC)	£30.00	£30.00	Available on Request
Youth Centre ②	£20.00	£20.00	③
Consultancy Room	No advertised rate – rate available on request only		

NOTES:

① Rates withdrawn prior to the Covid Pandemic when bookings were at an all-time low, today's actual rate for the Hall & Lounge combined is £20/hour and Lounge £8/hour.

② Any bookings in the Youth Centre outside Centre run youth work requires clarification as to whether the activities provide an element of support or offer an activity to the local community.

③ A fixed daily rate is available on request to the Centre Manager due to the facility's booking restrictions.

3. OTHER RATES OF HIRE

1. 1) Casual Rates

- Community, voluntary and not for profit** groups from £10 per hour excluding Youth Centre.
- Sandy Hill Residents** receive a 20% discount – Main Hall £13.60, Lounge £6.40, Training Room £9.60, and Main Hall/Lounge £16 – all per hour.
- Staff** (for Children's Parties at the weekend) £10/hour.

2) Contractual Rates

- Slimming World** – Main Hall/Lounge on Thursday evening and Friday morning - £20/hour

- b) **Church on the Hill** – Main Hall/Lounge and Training room – Bi-weekly on Sundays for 2 hours - £20/hour ^{Item 5.2(c)}
- c) **Mosaic Happy** – Main Hall/Lounge bookings throughout the year - £325/weekend or £125/day (usually a Thursday).
- d) **NHS Oxygen Clinic** - Main Hall/Lounge and Consultancy Room – Mondays 9:00am to 1:00pm - £70 fixed rate booking
- e) **NHS Respiratory Clinic** – Consultancy Room on Wednesdays – 9:00am to 12:30pm/2:00pm bi-weekly - £30 and £35 fixed rate booking
- f) **List Whisperer** (women in business support) – Youth Centre on Fridays for 2 hours - £25/hour

3) Ad-hoc Rates

There are various groups who provide a service to the Centre or the Community who enjoy a Charity rate (£10/hour) or a Manager's Discretionary rate (£8/hour), including: -

- Family Centre (Youth Centre),
- Coral's Cookery Workshops for Hale Academy (Youth Centre),
- Mental Health Integrated Community Service (Consultancy Room),
- Ad-hoc Young Quilters (Training Room on Saturdays for two ½ hrs), etc.

4. COMPETITION

There are two other public buildings in North Farnham which functions as local meeting places without religious affiliation - Hale Institute Village Hall and Weybourne Village Hall. Village halls are usually small charities in terms of their income and expenditure but are often asset rich through ownership of the property.

Both Village Halls are similar in that they can be used by a variety of groups and organisations on an occasional or regular basis for wide ranging activities that benefit the residents of North Farnham, including pre-school playgroups, art clubs, dance clubs or any other activities that brings people together for recreational purposes; but unlike HCC they are not providing and enabling a range of opportunities and activities which respond to the needs of local people and where all are made to feel valued and safe; nor do they have the levels of employees, consultants, contractors and volunteers as HCC.

It's probable that both the Village Hall's rate of hire for their Main Hall will not be as expensive as HCC's current rate of £17/hour or £20/hour for the Main Hall/Lounge, however their venues are more suited groups doing high impact aerobics, music, dance, playgroups, etc; the majority of HCC's regular hirers provide a service that benefits the community.

5. HALE COMMUNITY CENTRE'S CHAMPIONS

At the request of SP information has also been extracted from Hallmaster to enable recognition to be given to the Centre's champions, based upon the longevity of their regular block bookings.

The first bookings were loaded into the Hallmaster booking system in April 2016 – rates of hire at that time were - Main Hall £17 / Lounge £9 / Training Room £10 / Main Hall/Lounge combined £20.

Of the groups using the Centre at this time who still have regular bookings and therefore are our champions: -

- **Illusion Dance Academy** - a community dance school based in Farnham
- **Weybourne & Hale Rainbows**
- **Farnham Young Quilters** - the local branch of Young Quilters all over the UK (ad-hoc bookings throughout the year)
- and the two groups with affiliation to the Board – CM's **Craft for All** and SP's **Seniors Coffee Morning**

Other regular groups still using the HCC for their regular block bookings today began their bookings at various times in the last five years: -

- In **2018**, on Thursday 27th December **Slimming World** started their regular Thursday evening and Friday morning bookings in the Main Hall/Lounge which they still use today.
- In **2020**, following the lifting of Covid-19 restrictions, several groups still using the Centre today began their bookings - **Church on the Hill** started their regular bi-weekly Sunday sessions in the Main Hall/Lounge/Training Room on the 6th of September; the **NHS Oxygen Clinic** started their sessions in the Main Hall/Lounge and Consultancy Room on Monday 5th September, **Boogie Pumps'** booking in the Main Hall began on Saturday 26th September and the **Mummas Village** providing education, support and community from bump to baby and beyond started on the 15th September.
- **2022** was an exceptionally busy year for groups beginning their regular block bookings including the **NHS Respiratory Clinics** in the Consultancy Room on 22nd June; **SWAZE Teaching Sessions** in the Youth Centre on 5th September; **No Limits Safe Haven NEHF** in the Main Hall on Monday 10th October and the Youth Centre on Thursdays; **Kids on the Hill**, run by volunteers from Church on the Hill on Thursday 3rd November in the Youth Centre and **TalkPlus** in the Consultancy Room on 3rd November.

In **2023** there have been no new regular block bookings so far this year, although, several groups have extended the length of their bookings or now include additional rooms from when their initial booking began.

Jean Hounsham
13th November 2023

11/12/23, 3:40 PM

Hallmaster V2

Hale Community Centre Weekly Diary

	Monday 13/11/2023	Tuesday 14/11/2023	Wednesday 15/11/2023	Thursday 16/11/2023	Friday 17/11/2023	Saturday 18/11/2023	Sunday 19/11/2023
Main Hall	Oxygen Clinic - (09:00 - 13:00) Craft Cafe - (13:30 - 15:00) Hale & Weybourne Rainbows - (17:00 - 18:00)	Mummas Village Farnham - (10:00 - 11:15) Otago - (14:00 - 14:45) Big Cook Up - (15:00 - 18:00) Illusion Dance - Autumn Term - (19:00 - 20:30)	Community Wednesdays - (11:30 - 13:30) Suzanne O'Callaghan Yoga - (18:15 - 19:30)	Slow Cooking Course with Coral - (16:15 - 18:45) Slimming World - (19:00 - 21:00)	Slimming World - (09:00 - 12:30) Family Fitness Sessions - (15:30 - 17:00)	RNRC Workshops - (10:00 - 16:00)	Church on the Hill - (15:00 - 18:00)
Lounge	Oxygen Clinic - (09:00 - 13:00)	Otago Refreshments - (14:45 - 15:15)	Community Wednesdays - (11:30 - 13:30)	Slimming World - (19:00 - 21:00)	Slimming World - (09:00 - 12:30) Slimming World - (12:30 - 15:30) Family Fitness Sessions - (15:30 - 17:00)	RNRC Workshops - (10:00 - 16:00)	Church on the Hill - (15:00 - 18:00)
Training Room	SHIP – SEND Subgroup Meeting - (13:00 - 14:30) Hale & Weybourne Rainbows - (17:00 - 18:00)	Job Club 2023/24 - (10:00 - 12:30)	Seniors Coffee Morning - (10:00 - 12:30) 'Craft for All' - (13:00 - 14:30) Carl Irving Upholstery - (15:30 - 20:00)	Mummas Village Farnham - (10:30 - 11:45)			Church on the Hill - (15:00 - 18:00)
Youth Centre	SWA2E Teaching Sessions - Autumn Term B - (09:15 - 11:45) Girلز Club - Year 7 females only - (15:30 - 17:00) Girلز Club - Year 8 females only - (17:30 - 19:00)	SWA2E Teaching Sessions - Autumn Term B - (09:15 - 12:45) Youth Club - 11 to 14 years - (16:30 - 18:30) Youth Club - 14 to 19 years - (19:00 - 21:00)	SWA2E Teaching Sessions - Autumn Term B - (09:15 - 12:45) Youth Club - 11 to 19 years - (19:00 - 21:00)	Hale Academy Cooking with Coral - (13:30 - 15:30) Kids on the Hill - (15:30 - 17:30)	List Whisperer - (10:00 - 12:00) Mighty Oak Project - (12:00 - 16:00) Boyz Night In - males 14 to 18 years only - (18:00 - 20:00)	Boogie Pumps - Autumn Term - (09:30 - 12:00)	
Consultancy Room	Oxygen Clinic - (09:00 - 13:00)	Surrey Heath & Farnham Mental Health Integrated Community Service - (09:00 - 12:00) TalkPlus - (12:30 - 16:30)	NHS Respiratory Clinic - (09:00 - 14:00)	TalkPlus - (09:00 - 17:00)	Local Community Youth Counselling - (09:00 - 13:00)		

[https://v2.hallmaster.co.uk/Diary/ViewWeeklyDiary/7394?weekStartDtm=Mon 13%2F11%2F2023&customer=0](https://v2.hallmaster.co.uk/Diary/ViewWeeklyDiary/7394?weekStartDtm=Mon%2013%2F11%2F2023&customer=0)

1/2