

**BELFAST CITY COUNCIL**



**DEVELOPMENT DEPARTMENT**

**COMMUNITY SERVICES PRICING POLICY**

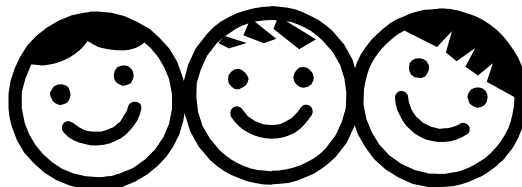
**FROM 1 APRIL 2004**

## PRICING POLICY

The Community Centre Committee will advise on applications from Groups/Projects wishing to book the Community Centre facilities. This will be carried out in consultation with the Community Development worker. In a situation where it is not possible to meet with the 'full' Community Centre Committee the Community Development Worker will consult with honorary officers of the Centre Committee.

Criteria have been drawn up which will provide assistance on how Groups/Projects should be charged. This includes guidelines regarding consideration of applications for 'alcohol' bookings.

The Centre Committee should be aware that all income raised from rent is in fact returned to the Community Centre through the Centre budget and is therefore utilised in a productive manner.



# 1 **GENERAL BOOKINGS**

## A **Community Development Eligibility Criteria – Free Us**

The Council recognises that an immense amount of effort, time and commitment has been given voluntarily to various projects which are of benefit to local communities.

Further, it has been agreed that as a result a range of community activities should be considered for free use. In an effort to support this view and to ensure a consistent and equitable approach the criteria outlined below should be applied in order to assess groups for free use.

**Groups are required to meet all elements of the criteria.**

**This criteria also applies to Centre Committee Activities**

### Criteria:

- The Project/Group is meeting an identified need in the local area, this will include relevant sporting and cultural activities.
- The Project/Group promotes positive responses to local needs. (This means that there is no element of personal financial gain for the organisation(s) or for individuals).
- The Project/Group involves local participation.voluntary input.
- The Project/Group is not a duplication of an existing facility.
- The Project/Group is of clear benefit to the local community.
- The Project/Group is no-profit-making.
- The Project/Group is not in receipt of Grant Aid for running costs

**B Groups/Projects who do not meet the Community Development Criteria.**

1) Groups/Projects which attract Grant Aid/have an income.

Where groups are attracting Grant Aid on running costs or have an income, normal rate should be applied.

2) Projects of an exclusive use

An annual rent will be agreed based on the criteria laid down by the Council.

This will apply to projects where exclusive access to facilities is required thus preventing ad hoc use of the facility by other groups, projects and/or events.

The rent applied will reflect the actual costs and will be in accordance with the Centre opening hours.

3) Profit Making Groups

Profit making groups should be charged the full economic rate (ie normal rate x 4).

4) Use by Statutory Bodies

Where Centres are used by the Northern Ireland Housing Executive, Social Services or any other public body the full economic rate (normal rate x 4) will be charged.

The only exceptions to this policy should be determined by the Community Services Manager.

5) Weekend Bookings & Bank /Public Holiday Bookings

Approval must be given by the Community Services Manager for any bookings outside of normal opening hours.

If approved, bookings will be charged at the appropriate rate as per category A) or B) above. Bookings that do not qualify for Community Development free use will also be charged full staff costs for any bookings outside of normal opening hours.

Opening of the Community Centre  
will also be subject to staff availability

## 2 ALCOHOL BOOKINGS

### A Licensed/Unlicensed Functions

The Community Services Manager shall give final approval for licensed/unlicensed functions, therefore final arrangements must not be made until the booking is approved. This process may take up to six weeks.

The following requirements should be adhered to:

- A maximum of 12 licensed/unlicensed functions per year(1 April – 31 March). All applications for use of Community Centre facilities will be recommended in the final instance by the Community Centre Committee in conjunction with the Community Development Worker.
- Licensed/unlicensed functions should be confined to the Centre Committee or user groups.
- User group applications can only be considered where nominees from the user groups are represented on the Centre Committee.
- Where the Centre Committee agrees to recommend such bookings the centre Committee will be required to nominate two representatives from the Centre Committee to attend, oversee and monitor such events. Names of the Centre Committee representatives should be supplied to the Community Development Worker.
- Rent for Centre Committee licensed/unlicensed functions as well as those user group functions recommended by the Centre Committee and approved by the Community Services Manager will be charged half rate. However, where the premises have not been vacated on time the full rate plus staff costs to the nearest hour after will be charged. Also functions will be charged the full rate plus staff costs for each hour, or part thereof, after 1.00am.
- Payment should preferably be made at the time of booking but must be received no later than the evening of the event.
- Event/Project organisers will be held liable for any damage to Belfast City Council facilities of equipment. In the event of such damage no further bookings will be accepted until payment has been recouped.

## B Closed Group Alcohol Bookings

Applications may be considered occasionally from Groups which hold a current block booking.

These types of events are normally seasonal and one off in nature and the group must ensure and demonstrate to the Community Development Worker, and the Centre Committee that there is no admission to the general public and no element of fund-raising.

The Centre Committee, in conjunction with the Community Development Worker, will consider applications of this nature and make a recommendation in the first instance.

The normal rental rate for the Group will apply.

The Community Services Manager shall give final approval for closed group alcohol bookings, therefore final arrangements must not be made until the booking is approved. This process may take up to six weeks.

### **A Right of appeal**

A right of appeal to any decision in regard to the implementation of this pricing policy will be to the Head of Recreation and Community Development.

### **Council Responsibility**

Nothing in the Pricing Policy shall be taken as prejudicing the right of the Council to take whatever action it might consider necessary in the interests of the protection of the Centre Staff and the Centre.



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