



# LENHAM COMMUNITY CENTRE

## REGISTERED CHARITY NO. 1166995

### HIRE RATES – 2026

**New Hirers – with immediate effect**  
**Existing Hirers – wef 1<sup>st</sup> September 2026**

| Hire Bands |   |                                                                                                                                                                                                                         |
|------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b>   | 1 | Local Organisations <u>with a registered LCC trustee</u>                                                                                                                                                                |
| <b>B</b>   | 1 | Public sector, eg NHS, KCC, Local Authorities, Action with Communities in Rural Kent, KALC<br>Note: Public sector organisations to provide a purchase order to facilitate invoicing                                     |
|            | 2 | Private Parties for local children.<br>Note: No glitter. Inflatables to be insured by the supplier or hiring organisation. <b>A copy of insurance certificate to be with the Office at least one week before party.</b> |
|            | 3 | Private Parties for local residents – subject to agreement by Trustees                                                                                                                                                  |
|            | 4 | Events for Local residents/Local Organisations <u>without a registered LCC trustee</u>                                                                                                                                  |
| <b>C</b>   | 1 | Commercial organisations, companies & business concerns, fairs, trade fairs, exhibitions, etc                                                                                                                           |
|            | 2 | Hirers that sell food or have an entrance charge                                                                                                                                                                        |

- 25% booking deposit is required at point of booking for band B3, B4 and all band C bookings
- Private parties may be booked by local residents only and are subject to approval by Trustees
- Private Party bookings incur a refundable damage deposit (amount TBC on booking). To be paid at least 1 week ahead of event
- £12 will be charged towards the alcohol licence where applicable (Already included in booking cost for Parties with Alcohol)
- All private events to be paid in full before the event
- Note : all rooms have video recording / monitoring for security purposes
- Hire rates to be reviewed annually
- Subject to availability, any hirers booking main hall may book an additional room with 50% discount
- All rooms to be left fit to be used by next hirer

## HIRE RATES

| MAIN HALL                        |                            |                                 | A   | B    | C    |
|----------------------------------|----------------------------|---------------------------------|-----|------|------|
| Sunday - Friday                  | Morning                    | 09:00- 13:00                    | £42 | £84  | £166 |
|                                  | Afternoon                  | 13:30 – 17:30                   | £42 | £84  | £166 |
|                                  | Evening                    | 18:00 – 23:30                   | £52 | £104 | £260 |
| Saturday                         | Morning                    | 09:00- 13:00                    | £52 | £104 | £260 |
|                                  | Afternoon                  | 13:30 – 17:30                   | £52 | £104 | £260 |
|                                  | Evening                    | 18:00 – 23:30                   | £78 | £260 | £390 |
| Parties/Weddings                 | Children's party           | £119 + refundable deposit (POA) |     |      |      |
|                                  | Adult party (no alcohol)   | £260 + refundable deposit (POA) |     |      |      |
|                                  | Adult Party (inc. alcohol) | £520 + refundable deposit (POA) |     |      |      |
| OSBORNE ROOM & JAMES HATCH SUITE |                            |                                 | A   | B    | C    |
| Sunday - Friday                  | Morning                    | 09:00- 13:00                    | £26 | £52  | £104 |
|                                  | Afternoon                  | 13:30 – 17:30                   | £26 | £52  | £104 |
|                                  | Evening                    | 18:00 – 23:30                   | £37 | £52  | £104 |
| Saturday                         | Morning                    | 09:00- 13:00                    | £37 | £74  | £208 |
|                                  | Afternoon                  | 13:30 – 17:30                   | £37 | £74  | £208 |
|                                  | Evening                    | 18:00 – 23:30                   | £37 | £74  | £208 |
| Parties / Weddings               | Children's party           | £73 + refundable deposit (POA)  |     |      |      |
|                                  | Adult party (no alcohol)   | £182 + refundable deposit (POA) |     |      |      |
|                                  | Adult Party (inc. alcohol) | £364+ refundable deposit (POA)  |     |      |      |
| APPLETON ROOM & PROJECT ROOM     |                            |                                 | A   | B    | C    |
| Sunday - Friday                  | Morning                    | 09:00- 13:00                    | £21 | £42  | £84  |
|                                  | Afternoon                  | 13:30 – 17:30                   | £22 | £42  | £84  |
|                                  | Evening                    | 18:00 – 23:30                   | £26 | £52  | £104 |
| Saturday                         | Morning                    | 09:00- 13:00                    | £26 | £52  | £104 |
|                                  | Afternoon                  | 13:30 – 17:30                   | £26 | £52  | £104 |
|                                  | Evening                    | 18:00 – 23:30                   | £26 | £52  | £104 |

|                             |                                      |                                 |
|-----------------------------|--------------------------------------|---------------------------------|
| <b>Additional Charges</b>   | Set out Tables and Chairs            | £37 Main Hall/£26 Others        |
|                             | Kitchen for drinks/Full use          | £16/£32 (free of charge Band A) |
|                             | PA (Main Hall)                       | £32 (£10 Band A)                |
|                             | Projector                            | £32                             |
|                             | Friday / Saturday / Sunday lockup    | £32                             |
|                             | Access to garden for hirers of       |                                 |
|                             | Project/Osborne Room                 | £32                             |
|                             | Specialist Lighting for Performances | £26                             |
|                             | Flip chart/pens                      | £10                             |
| <b>Cancellation Charges</b> | More than 1 month before event       | 20%                             |
|                             | 2 weeks before event                 | 50%                             |
|                             | 1 week before event                  | 100%                            |