

Reviewed May 2020 – Next review date May 2021

Fees and Charges Policy

High Trees Community Development Trust is keen to encourage residents to use the Community Centre and its facilities.

High Trees also wants to make the venues to be available to residents, Voluntary and Community Organisations at affordable prices.

In keeping with our aims and objectives we have implemented a pricing structure which offers reduced rates to residents, local voluntary and community groups for the hire of the premises.

Hours of Operation

The main High Trees office is open Monday to Friday 9.30am – 5.00 pm.

Venue hire hours are:

Monday to Sunday 9am – 10pm

The Centre has four categories in its fees and charges structure viewable on the following page.

Charging Rates

- A: Standard Fee** No eligible discount.

- B: Discounted Fee** A 10% discount can be offered if the booker has received a cheaper quote from elsewhere (proof of quote may be requested).

- C: Local Discount** 20% discount can be offered to people who live in the local area (St Martin’s Estate, Tulse Hill Estate, Cressingham or Deronda). Proof of address may be requested.

- D: Recurring Bookings** Recurring bookings, that is to say bookings made by anyone that include 4 timeslots or more may be eligible for a discount of up to 15%. (Bookings made for 12 weeks or more may be eligible for further discount and can be discussed with the Operations Manager).

Venue	Room	Hire Fees				
		Deposit	A	B	C	D
Tulse Hill Adventure Playground	Games Room	£50	£30 per hour	£27 per hour	£24 per hour	£25.50 per hour
Tulse Hill Adventure Playground	Art Room	£100	£36.25 per hour	£32 per hour	£29 per hour	£30 per hour
High Trees Learning Centre	Small Meeting Room	£50	£25 per hour	£22.50 per hour	£20 per hour	£21.25 per hour
Scouts Hut	Scouts Hut	£100	£36.25 per hour	£32 per hour	£29 per hour	£30 per hour
High Trees Learning Centre	Large Meeting Room	£100	£35 per hour	£31.50 per hour	£28 per hour	£29.75 per hour
High Trees Learning Centre	ICT Suite	£100	£50 Per hour	£45 per hour	£40 per hour	£42.50 per hour

Equipment Charges

Flip Chart Easel + 1 Pad & markers	£15 / hire
Projector	£40 / hire
Laptop	£40 / hire

Other Charges

Photocopying (black and white)	15p / copy
Photocopying (colour)	30p/ copy
Printing	30p / copy