Hire Category Assessment Form

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| **Organisation** |  |
| **Contact Name** |  |
| **Address** |  |
| **Telephone no** |  |

Storey’s Field Community Trust is keen to ensure that local community groups and city wide not-for-profit groups are charged a fair amount when hiring the centre. In order to ensure that we are treating each group on the merits of the activities that they are providing and to take account the nature of your group or organisation we ask that you complete this simple form so that we can be open and transparent in the way that we deal with you and your members.

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| **Which statement best describes you and your booking:** | |
| I am working on behalf of a national charity as an independent fundraiser |  |
| I am working directly for a national charity or not for profit company |  |
| We are a local community organisation based in Castle or Girton |  |
| We are a statutory/ citywide / district wide organisation |  |
| We are a local community organisation based in the city |  |
| We are a community organisation based in South Cambs |  |
| This is private party for all ages |  |
| This is children only party |  |
| This is a business / commercial booking |  |

In order to make the correct assessment for your hire rate we would like to you look at following and complete the box which most closely matches your description.

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| --- | --- |
| **I am an independent self-employed person running classes or promotions as part of my own business.** | |
| Is there a fee to attend your classes | Yes / No |
| How much | £ |
| How people many attend each class |  |

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| --- | --- |
| **We are a local community organisation or fundraising for a registered charity** | |
| Is there an annual or one off joining fee? | Yes / No |
| If yes, how much? | £ |
| How much are members charged per session? | £ |
| What is the total number of members in your group? |  |
| Approximately how many members attend each session? |  |
| How many of your members live in Castle & Girton? |  |
| How many of your members live within the City boundary? |  |
| How many of your members live outside the City boundary? |  |
| Does the organiser (and/or other helpers) take a wage? | Yes / No |
| Are you selling goods? | Yes / No |
| Is there an on the door entrance fee? | Yes / No |
| If yes, how much? | £ |
| **If you are working on behalf of a national charity or as an independent fundraiser:** | |
| Have you got a letter from the charity confirming that you are acting on their behalf? If you have a letter please send a copy to the Centre Administrator. | Yes / No |
|  | |
| If your group makes a profit after room hire, what is the money spent on? | |
|  | |
| Other comments which would help us to assess your hire rate: | |
|  | |

**Signed……………………………………….. Date…………………………………**