

These rates apply from 1st April 2018. All bookings must include set-up and clear-up times in their hire.

	Standard Rate	Commercial Rates	Group Rate
	<i>Individual bookings for non-residents</i>	<i>Business bookings</i>	<i>All clubs, classes, regular user groups and similar organisations</i>
Minimum Hire	1 hour	1 hour	1 hour
Booking Fee	£0.50	£0.50	£0.50
Main Hall	£10	£10	£6
Community Room	£8	£8	£6
Meeting Room	£6	£6	£6
Foyer (see note below)			
Cancellation	<p>If the Hirer cancels the booking before the date of the event, the Committee reserve the right to make the following charges:</p> <p>Within 7 days - 100% of the total fee (including booking fee)</p> <p>Within 14 days - 50% of the total fee (including booking fee)</p> <p>Within 28 days - full refund given but deposit retained</p> <p>Beyond 28 days - full refund including any deposit</p>		
Payment terms	<p>For a single booking, a deposit of 25% of the hire is required at the time of booking, with the balance payable a minimum of 28 days in advance of the event. Where a booking is made within 28 days of the event, then full payment is required at the time of booking.</p> <p>For a series of bookings, the deposit of 25% will be kept by the Village Hall with full payment required 7 days before each event, except for the first event, when payment is due as per the single booking</p>		
Damage Deposit	<p>A £250 damage deposit is required for all packages*, teenage parties, adult parties and any event with an alcohol license.</p> <p>A £100 damage deposit is required for exhibitions and conferences.</p> <p>A £25 damage deposit may apply for other private bookings, depending on the nature of the event.</p> <p>Payment of the damage deposit is required at the time that the final payment is made. The bond will be paid into the Village Hall Bank account but returned as soon as is possible after the event (BACS transfer is the preferred method)</p> <p>If the hall is not left in an acceptable clean condition and/or there is damage to the property or breakages, then deductions will be made from the bond. These deductions will be itemised.</p>		

Alcohol Licence	<p>If you are just serving alcohol for personal use, there is no charge.</p> <p>If you are running a bar and selling alcohol, there is either a £20 fee for the use of the Village Hall alcohol license or a £20 fee for Village Hall administration costs involved with the TEN applications to the Local Authority.</p>
Kitchen / Cooker / Dishwasher	<p>The hire rate of the rooms includes shared access to the kitchen for making hot drinks and preparing light refreshments.</p> <p>If you require dedicated use of the kitchen, there is a £25 charge which includes the use of all equipment.</p>
The Foyer	<p>The foyer is designed to provide a shared space available to all users of the hall, and to casual users looking for somewhere to meet. If you want exclusive use of the foyer you must hire the Main Hall, Community Room and Meeting Room and will be charged at the appropriate rates.</p>
Sound System / Hearing Loop	<p>This is included in the hire rate but please ensure that you make the Village Hall aware that you wish to use the equipment.</p>
Use of audio visual equipment (AV) in either hall	<p>For the use of the projector in the main hall there is a £20 charge and in the community room there is a £5 charge</p>
	<p>You are encouraged to make sure you know how to use the equipment in advance of your event, and to request a Village Hall representative to show you how to use it. Regular users are expected to have someone in their group who knows how to use the AV equipment. Please do not use the equipment unless you have been shown how to do so. If you need to make a call out and ask a Village Hall representative to help you use the equipment at the time of your event (subject to there being someone available) there may be a small charge</p>
Amplified Music (e.g. bands and discos)	<p>Because sound travels between the rooms, we reserve the right not to accept a second booking involving amplified music, if there is already a booking in one of the halls.</p>
Packages*	<p>Details of packages for Weddings, Private Companies, etc are available on request.</p>