

# ILMINGTON VILLAGE HALL



## HIRE CHARGES AND TERMS OF PAYMENT

Hourly hire <sup>[1]</sup>	Village/charity rate	Standard rate	Commercial rate
Full use of premises <sup>[2]</sup>	£14	£17	£20
Main hall, lounge & kitchen <sup>[3]</sup>	£12	£15	£18
Lounge and servery <sup>[4]</sup>	£10	£13	£16
Backstage room	£5	£6	£7

Whole day and extended hire	Village/charity rate	Standard rate	Commercial rate
Day (9am-6pm)	£ 77	£94	£110
24 hours	£110	£138	£165
48 hours	£165	£204	£275
Full week	£275	£358	£550

### Hire of equipment away from hall (per day unless otherwise stated)

This is available only to parish-based organisations/community events. A member of the Village Hall Management Committee must be available to oversee collection and return of items. Please see "Special Deposits" note, which may also apply.

Tables £3.50 each	Chairs* £1.20 each	Set of staging blocks £33	Stage lighting £6 (per unit)
Gazebo £12 (48hrs)	Tombola £2	Crockery, glasses and utensils £1 per day for 6 of each item	

\*Approximately 40-50 of our original stock of folding chairs are available to hire; we regret that the new teal-coloured chairs are not available for hire away from the hall for the time being.

The hire of **toilet facilities only** (for events being held away from the hall) may sometimes be possible at the discretion of the Village Hall Management Committee. Where this arrangement is approved, there will be a charge per half day of £30.

## Definitions

**Village/charity:** Hirer is resident of (or representative of a group within) the Parish of Ilmington and the usage is non-commercial. Or the Hirer is a registered charity.

The Hirer must be in attendance for the period of the hire. This grouping includes Ilmington Parish Council.

The **standard rate** shall apply to all other Hirers including (but not limited to) private individuals and non-for-profit groups from outside the parish of Ilmington, or public sector organisations.

The **commercial rate** shall apply to commercial and for-profit businesses (groups and individuals). Commercial users who provide a regular service (minimum of 10 bookings a year) to parish residents, where that service fits with the aims of the Ilmington Village Hall Trust, may at the discretion of the Village Hall Management Committee qualify for the village rate. Please ask.

## NOTES

### Block Bookings

A 20% discount from the hourly rates is available to individuals or organisations wishing to make regular (at least six) bookings during the course of a calendar year. To qualify for the discounts, the full amount due for all the sessions booked must be paid at the time of making the reservation. Payment for any dates not taken up cannot be reclaimed unless the hirer gives one month's notice, or the hall is able to conclude a replacement booking, in which case a full refund for that session will be given. If less than one month's notice is given, any refund will be subject to the discretion of the Management Committee.

## **Preparation Time**

For bookings of two hours or more, an additional one hour of preparation time can be given if requested at the time of booking and the premises are not previously booked for that period. There is no charge for this time. If you need longer time to set up, the standard hourly charge will apply.

## **Heating**

There is an additional cost for heating. Heaters are situated on the ceiling and are operated by meters (£1) in the cupboard in the committee room at the back of the hall. Please refer to instructions situated on the back of the cupboard door. General hall lighting and power is free of additional charge.

## **Making Booking Request**

All bookings are made via our online booking form. An invoice will then be issued.

## **Confirmation of Booking**

Bookings are not confirmed until payment is made. All remittances must be paid within 7 days of the invoice being issued. Until payment is made, access to the hall will not be granted.

## **Payment**

Payment is made by bank transfer, for which a receipt will be issued.

## **Special Deposits**

Under certain circumstances the Management Committee may consider that there is a greater than normal risk of damage to the premises, contents or equipment, whereby a suitable deposit may be required, which will be repaid in full within 28 days after the end of the hire period provided that there has been no damage to the premises, contents or equipment. Otherwise the cost of rectifying any damage will be deducted from this deposit.

## **Tea towels**

Please be aware that tea towels are not provided, so please bring your own if using the kitchen.

## **Stage lighting**

The use of stage lighting is charged at £12 per day (or part thereof). Please select it on the booking form.

## **Cinema equipment**

The use of the cinema equipment is charged at £12 per day (or part thereof). Please select it on the booking form.

## **Licensing**

If you plan to supply or sell alcohol, a separate form may need to be completed and a small fee paid (currently £12 per occasion; £6 per occasion for block bookings). The hirer is responsible for ensuring that no person under the age of 18 is present in the area where alcohol is being served. Hours of licence: Mon-Sat, 11.00 - 23.00 (local time). Outside these hours a special "TEN" licence is required from the local authority for which there is an additional charge. Please see Hiring Agreement for further details.

## **Parking**

Parking is limited to a small area just inside the gates. Hirers and guests parking on-street are asked to ensure they do so safely and with respect for neighbours. Please avoid parking on the grass verges as this can cause damage and block drains.

## **End of hire**

To avoid additional charges, please ensure all lights and appliances are turned off and leave the hall in a clean and tidy condition, properly locked and secured. Rubbish/recycling should be properly sorted into the bins at the rear of the hall. Any waste that exceeds the capacity of the bins must be taken away with you. **There may be an additional charge made if extra cleaning or tidying up is required.**

[1] A minimum two-hour booking period applies for hirings starting after 6pm.

[2] Full use of premises refers to hirings requiring the stage and backstage area.

[3] Main hall and lounge does not include use of the stage or backstage room.

[4] This option is available Mon-Fri only, when there is no other Hirer for the Main Hall at the required time.