



ILMINGTON VILLAGE HALL

HIRE CHARGES AND TERMS OF PAYMENT

NB. From 1 October 2018 there will be a minimum 2-hour hire period for bookings commencing 6pm onwards

Hourly hire ¹	Village/charity rate	Standard rate	Commercial rate
Full use of premises ²	£12	£15	£18
Main hall, coffee lounge & kitchen ³	£10	£12.50	£15
Coffee lounge and servery ⁴	£8.50	£11	£13.50
Committee room	£4	£5	£6

Whole day and extended hire	Village/charity rate	Standard rate	Commercial rate
Day (9am-6pm)	£ 70	£85	£100
24 hours	£100	£125	£150
48 hours	£150	£185	£250
Full week	£250	£325	£500

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 each	Chairs* £1 each	Set of staging blocks £30	Stage lighting £5 (per unit)
Gazebo £10 (48hrs)	Tombola £1		

*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 occasion (maximum five hours) of £10 for parish-based hirers and £20 for non-parish hirers.

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.

¹ From 1 October 2018, a minimum two-hour booking period applies for hirings starting after 6pm

² Full use of premises refers to hirings requiring the stage and back stage (committee room) area.

³ Main hall, lounge and coffee room **does not include use of stage.**

⁴ Other than by special arrangement as approved by the Management Committee, this option is available Mon-Fri only, and when there is no other Hirer for the Main Hall at the required time.

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.

Postal Bookings

Completed bookings forms may be sent by post or email.

Confirmation of Booking

Bookings are not confirmed until payment is made. All remittances must be paid at the time of returning the completed and signed booking form. Keys to the hall will not be released for a hiring where payment has not been settled.

Payment

Payment may be made by cash or cheque (payable to "Ilmington Village Hall"), for which a receipt will be issued. We regret direct bank payments are currently unavailable.

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

A separate charge is payable for the use of stage lighting. Please indicate on your booking form if stage lighting is required.

Cinema equipment

If you wish to request the use of cinema equipment please contact Susan Carr 01608 682806

Licensing

If you plan to supply or sell alcohol, a separate form may need to be completed and a small fee paid (currently £10 per occasion; £5 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.