

HAMPSTEAD NORREYS VILLAGE HALL

HIRE CHARGES

Welcome to Hampstead Norreys Village Hall.

We are pleased you would like to hire our hall and have set out the following information to help you. If you have any questions and would like to make a booking, please contact our Caretaker, Mrs Gloria Davis on 01635 201907.

Hiring Categories:

Category A: Village users, those living within the Parish Boundary and organisations represented on the Hall Committee.

Category B: All other users, including village organisations not represented on the Hall Committee.

Sessions:

08:00 hrs – 13:00 hrs, 13:00 hrs – 18:00 hrs, 18:00 hrs – midnight
Category A users may be able to hire the main Hall on an hourly basis at short notice.
Regular bookings are not allowed and this concession is not available on a regular basis.
The hourly charge for this is £8.25.

Hire Charges:

All Private Parties, except large wedding parties etc. and Fund-Raising Events

(For large wedding parties etc. please enquire)

<i>Room</i>	<i>Session</i>	<i>Category A hirers</i>	<i>Category B hirers</i>
Main Hall	One Session	£55	£138
	Consecutive Sessions on same day	£22	£83
Memorial Room	One session	£22	£44
	Consecutive Sessions on same day	£8.80	£22
Both Rooms	One session	£66	£165
	Consecutive Sessions on same day	£27.50	£88

Village Organisations/ non-fundraising events (viz. meetings):

	<i>Main Hall</i>	<i>Memorial Room</i>	<i>Both</i>
Per Session	£16.50	£11	£27.50

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Changing Rooms:

	<i>Category A hirers</i>	<i>Category B hirers</i>
One Changing Room	£13.20	£27.50
Both Changing Rooms	£22	£55

The above charges apply from 1st September 2017 and will be reviewed annually.

Conditions of Hire:

Please make yourself familiar with the Conditions of Hire and the liability of hirers for any damage. (See website or talk to Caretaker). The Hall Committee reserves the right to decline any request for a booking.

Deposit:

A deposit of £200.00 is payable in advance with the booking form. Once received, the Hall will be reserved for the hirer. Until the deposit is received, the Hall may be let to another hirer. The deposit will be returned less any deductions for damage or other breaches of the Conditions of Hire, upon satisfactory completion of hire.

Payment Terms:

Deposits must be paid at least seven days prior to hiring of the Hall. Hire Charges must be paid on or before collection of the keys from the Caretaker. Payment for either deposit or hire charges must be made at least seven days prior to the hiring date.

Cheques should be made payable to: Hampstead Norreys Memorial Hall.

Direct bank transfer made to: Natwest Bank. Sort: 60-15-07 A/C 65319540