

HAMPSTEAD NORREYS VILLAGE HALL

Hire Charges

General:

Bookings may be made by contacting the Caretaker, Mrs Gloria Davis on 01635 201407. The Hall Committee reserves the right to decline any request for a booking.

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. Bookings are not allowed and this concession is not available on a regular basis. The hourly charge for this is £7.50

Conditions of Hire: All hirers must make themselves familiar with the Conditions of Hire and the liability of hirers for any damage.

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 **by cheque** 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.**

Fund Raising Events: Those events which are intending to make a profit.

Hire Charges:

All Private Parties, except large wedding parties etc. and Fund Raising Events
(For large wedding parties etc. please enquire)

Room	Session	Category A hirers	Category B hirers
Main Hall	One Session	£50	£125
	Consecutive Sessions on same day	£20	£75
Memorial Room	One session	£20	£40
	Consecutive Sessions on same day	£8	£20
Both Rooms	One session	£60	£150
	Consecutive Sessions on same day	£25	£80

Village Organisations and non-fundraising events:

	Main Hall	Memorial Room	Both
Per Session	£15	£10	£25

Changing Rooms:

	Category A hirers	Category B hirers
One Changing Room	£12	£25
Both Changing Rooms	£20	£50

These charges apply from 01-01-2010 and will be reviewed annually.