

# 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 Booking Secretary, Mrs Gloria Davis on 01635 201907.

### 1. 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.

(External or commercial organisations which are not in Category A, but provide a valuable and regular service to the community of Hampstead Norreys, may request a special tariff which would be lower than Category B (but higher than Category A).)

### 2. Sessions:

Morning	Afternoon:	Evening
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. The hourly charge for this is £8.25. (However, regular bookings are not allowed and this concession is not available on a regular basis.)

Subject to availability, a preparation time of 15 minutes to allow setting up may be allowed prior to the hiring period and confirmed in the Hiring Agreement.

### 3. Hire Charges:

#### All private parties and fund-raising events

(For large wedding parties etc. please enquire)

Room	Session	Category A hirers	Category B hirers
Main Hall	One Session	£55	£138
	Following sessions on same day	£22	£83
Memorial Room	One session	£22	£44
	Following sessions on same day	£8.80	£22
Both Rooms	One Session	£66	£165
	Following sessions on same day	£27.50	£88
One Changing Room		£13.20	£27.50

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Both Changing Rooms		£22	£55
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The above charges apply from 1<sup>st</sup> September 2017 and will be reviewed annually.

**4. 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 Booking Secretary). The Hall Committee reserves the right to decline any request for a booking.

**5. Deposit:**

The Hirer shall pay as a deposit at least one third of the cost of the booking, on the signing of the Hiring Agreement. The balance plus a Security Deposit is payable before the start of the event.

Once the Booking Form is received, the Hall will be reserved for the hirer. The Booking Form must be signed by both you and us to form a Hiring Agreement and your deposit paid in order for your booking to be confirmed.

The Security Deposit will be returned less any deductions for damage or other breaches of the Conditions of Hire, within 28 days of satisfactory completion of hire.

**6. Payment Terms:**

Deposits must be paid at least seven days prior to hiring of the Hall to confirm the booking. The balance must be paid on or before collection of the keys from the Booking Secretary. Payment by cheque for either Security 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 code : 60-15-07 a/c 65319540**