

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, please contact our Booking Secretary, Stephen Miller on 07493 393 443 or email HampsteadNorreysVH@gmail.com.
- If you wish to make a booking, please consult the VH website.

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 are able to hire the hall on an hourly basis (pro-rata to the session rates)

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

Room	Session	Category A hirers	Category B hirers
Main Hall	One Session	£55 (£11 / hour)	£138
	Following sessions on same day	£22	£83
Memorial Room	One session	£22 (£4.40 / hour)	£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
Both Changing Rooms		£22	£55

Hampstead Norreys Village Hall

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

4. Conditions of Hire:

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

5. Booking and Discretionary Security Deposit:

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 for your booking to be confirmed. You can sign by typing your name in the signature box if you complete the form on screen.

A Discretionary Security Deposit of £200 may be required depending on the nature of the event you are holding. This 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:

The hire charge must be paid on or before collection of the keys from the Booking Secretary prior to your event. Payment by cheque for any Security Deposit 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**