

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 at HampsteadNorreysVH@gmail.com or call 07493 393 443.
- If you wish to make a booking, please consult the Village Hall page of the community 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 at our discretion be charged at Category A rates.)

2. Sessions:

A session is five hours of continuous hire (six hours after 18.00) normally between these hours:

Morning	Afternoon:	Evening
08:00 hrs – 13:00 hrs	13:00 hrs – 18:00 hrs	18:00 hrs – midnight

A follow-on session is a further session booked on the same day. The Main Hall and Memorial Room bookings can be made by the hour, by session and by follow-on session.

3. Hire Charges from September 2019 onwards:

Room	Category A hirers	Category B hirers
Main Hall	£11.50 per hour £57.50 per session £23.00 per follow-on session	£28.80 per hour £144.00 per session £86.00 per follow-on session
Memorial Room	£4.60 per hour £23.00 per session £9.20 per follow-on session	£9.20 per hour £46.00 per session £23.00 per follow-on session
Main Hall and Memorial Room hired together	£13.80 per hour £69.00 per session £28.50 per follow-on session	£34.50 per hour £172.50 per session £92.00 per follow-on session
One Changing Room	£13.80 per session £5.50 per follow-on session	£28.50 per session £17.00 per follow-on session
Both Changing Rooms	£23.00 per session £9.20 per follow-on session	£57.50 per session £34.00 per follow-on session

The above charges will be reviewed annually.

Hampstead Norreys Village Hall

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 correspondence.

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 02449382**