



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

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: <https://www.hampsteadnorreys.org.uk/Village-Hall.html>

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. Booking Periods:

The Main Hall and the Memorial Room can be booked by the hour. The Changing Rooms, the Changing Rooms Toilets and the moveable goals can be booked by the match/training session. Village Hall Toilets can be booked by people using Dean Meadow for activities. Table Tennis and/or Indoor Bowling need to be booked with a Main Hall booking.

3. Hire Charges from September 2025 onwards:

Room	Category A hirers	Category B hirers
Main Hall	£18.00 per hour	£49.00 per hour
Memorial Room	£7.50 per hour	£19.00 per hour
Hall and Room hired together	£21.00 per hour	£54.00 per hour
One Changing Room	£21.00 per match	N/A
Both Changing Rooms	£35.00 per match	N/A
Changing Room Toilets	£6.00 per match	N/A
Village Hall Toilets	£10.00 per hire	N/A
Table Tennis Table(s)	£5.00 (each) per Main Hall hiring period	N/A
Indoor Skittles	£11.50 per Main Hall hiring period	N/A

Village Hall Management Committee:

Bookings: Email: hampsteadnorreysvh@gmail.com Tel: 07493 393443



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Hire charges will be reviewed annually and may increase from September onwards.

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 the Village Hall page of the Community Website to download the document). The Village Hall Management Committee reserves the right to decline any request for a booking.

5. Booking and 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 Security Deposit of £300 may be required depending on the nature of the event you are holding. This deposit will be returned less any deductions for damages or other breaches of the Conditions of Hire, within 28 days of satisfactory completion of hire. The deposit is separate from the hire charge and cannot be used as payment of the hire charge.

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.

BANK DETAILS

Cheques should be made payable to: Hampstead Norreys Amenities Trust

Direct bank transfer to: Sort code: 60-83-01
Account Number: 20470856

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