

Herringswell Village Hall Rates of Hire

The rates are on an hourly basis and should include setting up and packing up times. The use of the kitchen is included in these charges. Minimum charge is £40.00.

	Hourly rate
Mon-Sun - day**	£10.00
Mon-Friday and Sunday - evenings	£18.00
Saturday evening	£26.00
Use of TV for DVD and presentation only (no live TV broadcasts)	£3.00

Refundable deposit £50.00 (exceptions see Note 4 below)

Notes:

1. If the hall is booked for an all-day function on a Saturday, the hall can be reserved for setting up from 6.00 pm on the Friday evening for a fee of £20.00.
2. Special rates are available for contract bookings from groups meeting regularly at the hall.
3. Commercial hire is by negotiation with the Village Hall Committee
4. Bookings for special events (eg weddings, 18th and 21st parties and "sweet 16") a refundable deposit of £200.00 is to be paid in advance. All deposits are repayable if there is no damage or no extra cleaning is required.*
5. No special arrangements are necessary if the Hirer runs a free bar or guests bring their own alcohol. If the Hirer wishes to sell alcohol then the Hirer must apply to Forest Heath District Council for a temporary license or you can contact a local pub to run a bar for the event. The Village Hall premises are not licensed to sell alcohol.
6. Cheques made payable to "Village Hall Herringswell". Payment can be made directly to our Bank: Co-operative Bank, Sort Code 089299, account no: 65269064.
7. Cancellations require at least 2 weeks notice.

*see terms and conditions

**day rate applies up to 6.00 pm after which evening rate applies

BOUNCY CASTLES OR SMOKE MACHINES ARE NOT ALLOWED IN THE VILLAGE HALL

**PLEASE LEAVE THE FRIDGES, COOKERS AND ALL SURFACES IN A CLEAN CONDITION.
PLEASE ALSO REMOVE ALL RUBBISH FROM THE VILLAGE HALL PREMISES AS WE DO NOT HAVE A COMMERCIAL WASTE COLLECTION SERVICE – THANK YOU**

NO SMOKING IS ALLOWED BOTH IN ANY PART OF THE PREMISES, INCLUDING WC'S AND CAR PARK