

ALSTONEFIELD VILLAGE HALL

(ALSTONEFIELD MEMORIAL HALL & COMMUNITY CENTRE)

AVAILABLE FOR HIRE

for social groups, celebration or commemorative events, meetings and other private hire

Guide to Standard Charges

Effective for new bookings from 19 July 2021

	Standard community charge	Fri/Sat evening social events* charge
• Main hall	£6.00 per hour	£9.00 per hour
• Main hall including full use of kitchen See (f) below	£7.50 per hour	£11.00 per hour
• Meeting room	£5.00 per hour	n/a
• All facilities (whole Hall including full kitchen use, excluding attic)	£12.00 per hour	£15.00 per hour
• Exclusive Use (all facilities including Old School Garden and reserved parking)	£13.00 per hour	£16.00 per hour
• Wedding receptions, celebrations (Exclusive use with access from midday Friday – midday Sunday)	Package rate £850 or £650 for Parish residents	

*parties, discos, film shows, etc

- (a) Higher charges apply to private bookings made by individuals not living in the Alstonefield parish and commercial bookings such as antiques fairs or commercial activities providing only incidental benefit to the local community.
- (b) Charges include heating, hot water and use of facilities in the kitchen or Meeting room kitchenette to make basic refreshments (tea/coffee/soft drinks etc). If tea towels provided by the Hall are used, these must be taken away and returned after cleaning.
- (c) Reduced charges may be agreed for:
- regular hire, where advance bookings are made for a minimum of 12 morning, afternoon or evening sessions; and
 - local user groups (such as Parent & Toddlers) eligible to be represented as member trustees on the Village Hall Committee, where standard charges are not affordable.
- (d) Any reduction from the standard charges is limited to 12 months, after which it is subject to review. The committee will seek to ensure fairness and consistency in applying any reduction in charges, whilst giving priority to not-for-profit activities run by local people for the community.
- (e) Time needed for setting-up in advance of the hire period, making the main hall unavailable for other bookings, and time needed for cleaning/tidying afterwards, is chargeable at 50% of standard charges¹ unless there is full use of the kitchen during the set-up period, when full charges apply. If set-up makes the main hall unavailable on Saturday evenings, the 50% deduction applies to the 'social events' rate. ^(¹ less any reduction for regular hire that has been agreed)
- (f) Full use of the kitchen when hiring the main hall includes use of the crockery, utensils and all equipment including kettles, cooker, dishwasher, Lincat boiler, dishwasher, hot cabinets, etc. Hire of the kitchen only (without use of the main hall) is subject to individual agreement.
- (g) The adjoining Old School Garden may be reserved for private use when hiring any part of the premises (charge negotiable).
- (h) For charitable fund-raising or community support activities (e.g. emergency responders), a notional fee to cover costs is requested, rather than a prescribed hire charge being payable, by individual agreement depending on facilities used.
- (i) Unless hiring the whole Hall, hirers should be aware that others may be using part of the premises.
- (j) The above is only a guide – charges can be varied or tailored according to circumstances and are at the Booking Officer or Committee's discretion. Full terms and conditions are in the Hiring Agreement, which is available to download on the village website here: www.alstonefield.org/wp-content/uploads/Alstonefield-VH-Hiring-Agreement-July-2021.pdf or on request from the Booking Officer.

Check availability online at www.alstonefield.org/community/village-hall

Or contact Jo Griffin, Booking Officer Tel. 07812 606 790

email: alstonefieldvillagehall@hotmail.co.uk