

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 Charges

Effective for new bookings from 1 January 2025

	Standard Parish charge	Fri/Sat evening social events* charge
• Main hall	£7.50 per hour	£11.00 per hour
• Main hall incl. full use of kitchen See (e) below	£9.00 per hour	£13.50 per hour
• Meeting room	£6.00 per hour	n/a
• All facilities (whole Hall incl. full kitchen use, excl. first floor)	£14.50 per hour	£18.00 per hour
• Exclusive use (all facilities including Old School Garden and reserved parking)	£16.00 per hour	£20.00 per hour
• Whole weekend (wedding receptions, etc.) (exclusive use with access from midday Friday to midday Sunday)	Guide rate £550 or £400 for Parish residents (n.b. charges may apply for extras such as laundering)	

*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 tablecloths are used, these will normally need to be taken away and returned after laundering.
- (c) Reduced charges may be agreed, at the Committee's discretion, 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) if standard charges are not affordable to the particular group, but only provided the group appoints a Representative Member to the Village Hall Committee, as per the charity's Constitution.
- 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.
- (d) 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/user group hire that has been agreed)
- (e) 'Full' use of the kitchen when hiring the main hall includes use of all crockery, glasses, 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.
- (f) If alcohol is to be supplied, this must be agreed at the time of booking. Please note licensing costs will be incurred by the hirer.
- (g) The adjoining Old School Garden may be reserved for private use when hiring any part of the premises (charge negotiable).
- (h) For events aimed solely at raising money for charity, or a booking for a public meeting or community support (e.g. emergency responders), a reduced charge may be agreed, which should nonetheless cover the direct costs of the hire, such as heating and electricity, and recognise the length of time the premises are unavailable for other bookings.
- (i) Unless hiring the whole Hall, hirers should be aware that others may be using part of the premises.

The above is only a guide – charges can be varied 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 Hall page on via the Booking Officer - see below.

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