

HARMANS CROSS VILLAGE HALL

Hire Charges 1.1.2018 – 31.12.2018 reviewed on January 1st Annually

User Group	Main Hall	Meeting Room	Commercial Events**	Weddings or similar events <small>inc pre-event meetings etc</small>
General users	£43.00 per session.	£22.00 per session.	£95 per session	£1295
Childrens Parties (see note)	£43 per session	n/a	n/a	n/a
Village residents & groups	£29 per session	£17.00 per session	£65.00 per session	£1095

* 2-day wedding hiring – the period will run from 1.00.p.m. on FRIDAY through to 1.00 p.m. on SUNDAY to allow half a day before and half a day after the function for setting-up and clearing-up. This price applies to all weddings booked for 2016 and 2017.

PLEASE NOTE : Hirers for Children's parties have the option to elect for 'exclusive' hire in which case the charge is £50. This means that in the interests of child protection we do not let out the meeting room or any other part of the Hall at the same time. Children's parties may have the use of the meeting room if they wish. But Dances in the Main Hall also preclude the letting of the meeting room.

**Commercial Events are deemed to be any events where an admission charge is made, or where run by a commercial business or profit-making organisation.

Session Times			Max. Capacity	Main Hall	Committee Room
Morning	08.30-13.00		Standing only	150	50
Afternoon	13.00-18.00		Concert/cinema	120	n/a
Evening	18.00-23.45		Seated with tables	100	30
			Board Room	n/a	20

Hirers should note that evening sessions terminate at 23.45 by which time we ask that the building should be vacated and secured. We ask hirers and their guests leaving the premises after 10.30 pm to respect our immediate neighbours and to leave quietly.

Hire charges for the main hall include the use of our tables and chairs, commercial kitchen, basic crockery, glassware and cutlery, use of lighting, heating, and use of the field subject to weather conditions. **In the interests of child safety we ask hirers not to permit their children to use the play equipment after darkness has fallen.** We recommend that children using the play equipment are properly supervised. In addition, **UNDER NO CIRCUMSTANCES MAY LIVE OR RECORDED MUSIC BE PLAYED OUTSIDE THE MAIN HALL** as this might prove to be intrusive to our neighbours

Additional function-quality crockery and cutlery, but not glassware, is available to hire at an extra charge equivalent to 10% of the basic hiring fee (Minimum £7.50). White function-quality tablecloths are available at an extra charge of £4.00 per item, which covers the cost of laundering them.

Additional charges are made for the use of equipment, set in the light of maintenance costs. Prices shown below are per hiring rather than per session. All items **MUST** be booked in advance.

Use of basic PA/ipod player/CD player/microphone in main hall	No charge
Use of TV and/or blu-ray player in Committee Room	No charge
Use of projector and/or screen in main hall	£12.50
Use of full sound system inc dvd player etc in main hall (sound rack)	£12.50
Use of portable stage, including VH committee labour to erect. 7.5% of hire fee, minimum	£25.00
Use of High Chairs for small children	No charge

Wi-Fi Internet access may be available at no charge by prior arrangement, using your own laptop computer(s).

It should be noted that 4 of the 6 rings on the hob on the cooker in the main kitchen are of the 'induction' variety. **People with Heart Pacemakers should keep at least ten feet away when the hob is in use.** It also requires steel pans; some saucepans etc will be provided but caterers need to be aware and to understand how to use this type of hob. The remaining 2 rings are ceramic and do not pose the same risks.

Hire charges for the meeting room include the use of our tables and chairs, servery, basic crockery, glassware and cutlery.

All hire charges include the use of toilet and handwashing facilities, and car parking on our forecourt. Additional parking is available in the Parish Council car park across the road at a charge of £1 per car payable on parking. In the case of events where the hirers anticipate that approximately 80 persons or more are likely to be present, a surcharge, usually £25.00, will be made, which payment will be specifically in respect of car parking in the public car parking opposite, which sum will absolve the hirers from the £1 per car charge, and which sum will be passed on specifically to Worth Matravers Parish Council.

Hire charges for private afternoon / evening events other than children's parties assume exclusive use of the main hall or the meeting room, with basic facilities as above. (Children's parties – see above)

Hire charge for weddings and similar events assume exclusive use of the whole Hall for the whole day of the event, and non-exclusive use of the field subject to weather conditions. Charges also include (where available) use of lighting, heating, sound and audio-visual equipment, full use of kitchen, basic crockery and cutlery. Additional function-quality crockery and cutlery, but not glassware, is available to hire at an extra charge equivalent to 10% of the basic hiring fee. White function-quality tablecloths are available at an extra charge of £4.00 per item, which covers the cost of laundering them.

No additional charge is made should the hirer wish to use a marquee or similar, as long as this is provided by an approved supplier and fully insured by the hirer or marquee supplier. **HOWEVER IT SHOULD BE NOTED THAT AN OUTSIDE MARQUEE MAY ONLY BE USED FOR 'OVERSPILL CATERING' AND THAT UNDER NO CIRCUMSTANCES MAY LIVE OR RECORDED MUSIC BE PLAYED OUTSIDE THE MAIN HALL** as this might prove to be intrusive to our neighbours.

A 50% non-returnable deposit is required upon signature of the hiring agreement, with the balance due prior to the event. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee

A bond cheque equivalent to 50% of the Hiring Fee is required for weddings, adult parties and similar events whether commercial or non-commercial. This must be provided to us no later than 3 days prior to the hiring and will be returned within 14 days of the completion of the hire period providing that no damage or loss has been caused to the Hall or its contents during the hire period as a result of the hiring and that it has been left in a clean condition ready for subsequent users. Should the Management Committee decide at their own discretion that additional cleaning has been made necessary as a direct result of the hiring, the cost of such additional cleaning will be deducted from the bond cheque. In all cases, whether or not a bond cheque has been requested, we reserve the right to invoice hirers for the cost of making good any damage to the Hall or its contents, and for additional cleaning made necessary following their hire.

It is a condition of hiring that alcohol will not be sold on the premises unless the hirer has obtained the necessary *personal* license and has shown that license to the booking secretary a minimum of 24 hours before the hiring commences. Our Hall has a *Premises licence* so temporary events licenses are not required.

It is a condition of hiring that chalk dust or similar substances will not be used upon the maple floor, as it can cause damage and may also be a safety risk to subsequent hirers. Whilst stiletto heels are not banned, we do offer to lend hirers heel-protectors at no extra charge.

Two types of Fire Extinguishers are provided, for general fires and for electrical fires. Hirers are requested to ensure that they make themselves aware of the location of these extinguishers and the specific purpose for each, as shown on the notices above each extinguisher.

Only assistance dogs are permitted in the Village Hall and these are specifically excluded from the kitchen area, and must be kept under close control.

NOTE FOR ALL PARTY EVENTS : the use of any kind of indoor fireworks, smoke or dry ice devices is forbidden as it sets off our fire alarms.....

ALL RUBBISH, RECYCLING AND PACKAGING MUST BE TAKEN AWAY AFTER YOUR HIRING

Tina & David Hollister, for David Hollister Accountants Ltd, Booking Secretaries, Telephone 01929 480540