

HARMANS CROSS VILLAGE HALL

Hire Charges 2011

User Group	Main Hall	Meeting Room	Events	Weddings or similar events
General users	£36 per session.	£18 per session.	Parties/Dances £120 per session Children's Parties £50 per session	Saturday or Sunday £600. If Main Hall required for two days £720.*
Harmans Cross residents and groups	£24 per session	£12 per session	Parties/Dances £60 per session Children's Parties £35 per session.	Saturday or Sunday £450. If Main Hall required for two days £600.*

* 2-day hiring – the period will run from 1.30.p.m. on FRIDAY through to 1.30 p.m. on SUNDAY to allow half a day before and half a day after the function for setting-up and clearing-up.

PLEASE NOTE : Children's parties are charged at a greater rate than 'main hall' bookings as in the interests of child protection we are unable to let out the meeting room at the same time. Children's parties may have the use of the meeting room if they wish.

Session Times			Max. Capacity	Main Hall	Committee Room
Morning	08.30-13.00		Standing only	200	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.

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.

Additional charges are made for the use of technical equipment, set in the light of maintenance costs. Prices shown below are per hiring rather than per session:

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	£4.00
Use of projector and/or screen in main hall	£8.00
Use of coloured stage lighting system in main hall	£4.00
Use of full sound system inc dvd player etc in main hall (sound rack)	£8.00

Internet access may be available by prior arrangement, either using your own laptop computer (at no charge) or using our computer (a small charge may apply).

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 100 persons or more are likely to be present, a surcharge, usually £20.00, 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, function-quality crockery and cutlery. 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% deposit is required upon signature of the hiring agreement, with the balance due prior to the event.

A bond cheque equivalent to the Hiring Fee is required for weddings and similar events. This must be provided to us no later than 7 days prior to the hiring and will be returned within 21 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.

It is a condition of hiring that alcohol will not be sold on the premises unless the hirer has obtained the necessary license and has shown that license to the booking secretary a minimum of 24 hours before the hiring commences.

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.

Any dogs coming into the Village Hall are specifically excluded from the kitchen area, and must be kept under close control.