

DOWN AMPNEY VILLAGE HALL

Hiring Charges effective from January 2015

FACILITY	TIMES & GROSS RATES (All hires must finish by midnight)				
	08:00 to 18:00		18:00 to 24:00		
<u>Rooms</u>	private/charity	commercial	all hires	Sat eve	
Main Hall	£6.50	£8.50	£10.50	£13.00	hourly
Dakota Room	£5.50	£6.50	£8.50	£11.00	hourly
Main Hall & Dakota Room	£10.00	£13.00	£16.00	£20.00	hourly
Wynne Room	£5.50	£7.00	£8.00	£8.00	hourly
Major party package (See note 2)	£350.00 (plus £50 for Wynne Room)				fixed
Minimum Booking Charge after discounts £9.00					

Other Services

Servery (for limited provision (<20 people) of drinks only)	£4.00				fixed
-otherwise (eg serving or cooking food, parties etc.)	£20.00				fixed
Bar Deposit (See note 4)		£20.00			fixed
Corkage (See note 5)		£2.00			fixed
Cleaning (See note 6)		up to £25.00			fixed
Stage		£20.00			fixed
Table Linen		£3.50			per cloth
AV Equipment available at Committee's discretion: Sound from £20; Overhead Projector from £20					fixed
Pitch Fee for Marquee for one weekend					from £150.00 fixed

Discounts - Only applicable to costs of Rooms.

Down Ampney Resident (See note 7)	30%
Block Booking (more than 5 sessions)	14%
Full Payment in Advance (See note 9)	5%

NOTES

- Booking Times:** Hirers must book from the time they need first access until the time that they leave. Particularly for classes etc., hall booking times are not necessarily advertised class times.
- Major party package:** The hire includes the Main Hall, Dakota Room, and Servery, all day, set-up on the previous evening, and time for clean-up the next morning. Reasonable use of the Bar is also included. However, if a particularly long service is required, such as where a long afternoon extends through the evening, an extra charge may be requested.
- Servery:** Limited provision allows use of the kettle, cups & saucers typically for drinks at smaller meetings. Where the higher fee is paid, full use including food preparation, all crockery, cutlery, dishwashing, cooker and microwave oven is included. This rate will be charged at parties.
- Bar Deposit:** In many circumstances, no charge will be made for provision of a bar service, as all costs will be borne by the takings. However, for small parties, a Bar Deposit will be requested in advance. This will be returned if the actual bar turnover exceeds £100. If a bar is requested, no alcohol may be brought to the premises, excepting only any wine referred to in Note 5 Corkage.
- Corkage:** Where the bar has been requested, the Village Hall may allow the Hirer, by prior agreement, to serve brought in wine as a toast or with a meal. If so agreed, a charge of £2 per bottle will be payable.
- Cleaning:** The Hirer may pay in advance for DAVH to clean the floor. Additionally, if in the opinion of the Booking Manager, the event is likely to require additional cleaning, the Committee reserves the right to make an additional charge as a Deposit which will be returned in the event of it not being called.
- Down Ampney Resident:** This discount is available for Private/Charity hires by or on behalf of residents of the Parish of Down Ampney **and** the Hirer is in attendance for the period of the hire, in accordance with the Conditions of Booking. This is not for friends and relatives who do not live in the village.
- Confirmation of Booking:** A booking can only be confirmed by payment of the Hire Fee or a Deposit. Where an offer is made and not acknowledged within 2 weeks, it may be deleted from the diary.
- Full Payment in Advance:** This discount may be available if the Hire Fee is paid in full when booking more than 4 months before the hire date, and the Hire Fee exceeds £40. It will not normally be available to monthly bookings.
- Deposit:** When booking more than 4 months before the hire date and the Hire Fee exceeds £40, a booking can be confirmed by payment of a Deposit of 25%. Any balance owing is due at least 2 months prior to the hire commencing.
- Cancellation:** Where a booking is cancelled more than 4 months in advance, no charge is payable; between 4 months and 2 months, 25% is payable, and less than 2 months, the Hire Fee is payable, at the discretion of the Committee.

- 12. Grounds:** The Hirer of the Main Hall may use the grounds of the Hall, and the car-park. The tennis courts are not part of the Hall grounds.
- 13. Dogs:** Only guide dogs may be brought indoors into the Hall premises, except by prior arrangement with the Committee.
- 14. Tables and Chairs:** The use of tables and chairs is included within the hire charge for the respective room. You may not move any furniture from or to a room you have not hired without express permission at the time of booking.
- 15. Private/Charity Use:** Such use includes any event for which no charge is made for attending, other than for charitable fund-raising, or where any charge is only to share the costs of the hire amongst the users.
- 16. Set-up:** The Committee hires out the facilities. The Hirer is responsible for setting out tables and chairs etc. and for repacking them tidily away and for cleaning the Hall prior to the end of the Hire, unless other arrangements have been agreed.