

HIRE CHARGES AND BOOKING TIMES – APRIL 2025

HIRE CHARGES

	Events < 4 hrs	Events > 4 hrs	Weekly Recurring Sessions
Main Hall:	£16/hr	£15/hr	£14/hr
Studio:	£14/hr	£13/hr	£12/hr
Meeting Room:	£12/hr	£11/hr	£10/hr
All Rooms *:	£28/hr	£25/hr	N/A

All hirers must allow enough time at the end of their booking to leave the rooms and floors ready for the next user. Cleaning equipment and materials are made available for this purpose.

** By booking all rooms you secure the limited on-site parking spaces (15) and all facilities.*

*If you are the **last event of the day**, your finish time will be extended by 30 minutes at no charge as you must wet mop the floor before you leave (you will be notified nearer the time).*

PAYMENT TERMS

We require payment in advance for event bookings, and monthly in arrears for weekly recurring bookings. We only accept payment by card. Cancellations must be made by email to mickleoverhut@gmail.com.

If you have booked for a single or group of events, you will be emailed an invoice. This must be paid in full within 24 hours of date of invoice for your booking to be confirmed, otherwise it will be deleted. If you cancel the booking no later than 15 days before the booked date, you will be refunded 90% of the invoice value. This is reduced to 50% for cancellations between 8 and 14 days, and there is no refund if less than 8 days.

BOOKING TIMES

The rooms are available for hire 7 days a week (subject to closures for improvements and Xmas):

Event/session itself: 8am-10pm

Tidying and cleaning only: < 11pm

To respect our neighbours, attendees must immediately disperse once the event is finished (no later than 10pm), and refrain from congregating outside at any time.

** Only bookings that are for 4 hours or more can book the Main Hall after 1pm on Saturday and Sunday.*

On request, earlier start times will be considered for non-sporting activities that don't involve music or dance.

Minimum hire period: 1 hour

Hire period increments: 15 minutes

Small Not-for-Profits

On receipt of evidence, a 20% discount on all rates is offered to volunteer run charities and community interest companies that have no more than one employee.