



PETHAM VILLAGE HALL

Charity registration no: 1163331

Hall charges

Room Hire hourly rates	Weekdays (8:30-22:00)	Weekend Daytime ¹ (8:30-18:30)	Weekend Evening ¹ (18:30-23:30)	Whole Weekend ²
Small Hall/ Meeting Room/Drop-in Area	£8	£10	£14	
Large Hall	£11	£14	£20	
Whole Hall both Small & Large Halls)	£19	£20	£30	
Whole Building (Special Occasions) ²				£650

¹ Weekend bookings should be for at least 4 hours unless otherwise agreed by negotiation.

² Weekend use of the whole building for a special occasion such as a wedding includes: Friday 16:00-23:30; plus Saturday 08:30 – 00:30 (licences: alcohol to 23:30; music to 00:00); plus Sunday 08:30-16:00.

Private parties

- All private parties are chargeable at the weekend rate with a minimum of 4 hours being booked unless otherwise agreed by negotiation.
- Bookings for private parties should ordinarily be for the Whole Hall, which can set up as one large space (*dividing screen open*) or two separate spaces (*screen closed*).
- Time needed for preparation/setting up and clearing away/cleaning must be included in the hours booked. (*For evening parties with a late finish, hirers should consider booking 2 hours the following morning for clearing away and cleaning*).

Optional additions

PA sound system	Projector	Erectable stage	Stage lighting	Piano
£10	£10	£30	£5	£20

Booking conditions

1. Bookings are confirmed if a holding deposit of one third of the total hire fee is paid within 14 days of making an online booking.
2. If a booking is cancelled with 4 or more weeks' notice before the event date, any pre-paid amounts are refundable, but otherwise one third of the total hire fee is forfeit.
3. The balance is payable 28 days before the event, together with a damage deposit of £50.00 for children's parties, and £200.00 for adult parties and whole weekend special occasions. A damage deposit amount other than this may be requested by the Management Committee at its sole discretion.
4. Damage deposits are returnable within 28 days of the event. All or part may be forfeit if any part of the building's structure or contents suffers significant damage; if the building is not left in a satisfactory state of cleanliness; or if the conditions of hire are not adhered to.
5. Residents living in the parish of Petham are eligible for a 50% discount on hire charges when the event is a private function but not if booked on behalf of a third party organisation.
6. Hirers must disclose the intended activity when requesting a hire, and the Management Committee reserves the right to refuse use of the building for the activity concerned.