

Westoning Village Hall

Please read the Conditions of Hire before completing the Booking Form

Scale Of Charges (with effect from 1 September 2023)

	Westoning Voluntary Group	Westoning Residents	Non Westoning	Commercial
Mon – Fri up to 1800	£6.50 per hour 3 hour session	£10 per hour	£12 per hour	
Mon – Fri 1800 - 2400	£6.50 per hour 3 hour session	£11 per hour	£13 per hour	
Sat – Sun up to 1800	£8 per hour	£11 per hour minimum 4 hours	£13 per hour minimum 4 hours	
Sat – Sun 1800 - 2400	£8 per hour	£13 per hour minimum 5 hours	£15 per hour minimum 5 hours	
Fundraiser	£10 per hour	£10 per hour	£13 per hour	
Activities/ Classes etc				£13 per hours minimum 1.5 hrs
Promotions/ Sales etc				£15 per hour minimum 5 hours

N.B. All hire times must include sufficient setting up and clearing away time

Any booking which exceeds its allotted time by more than 15 minutes will incur an additional appropriate hourly charge

- The Hirer (the person signing the Booking Form) must be a responsible adult and shall be in attendance throughout the booking.
- Cancellations: 50% of the hiring fee will be charged if cancelled less than 14 days before the event date.
- A £50 returnable deposit is required within 14 days of the invoice date. This will be returned within 30 days of the event following a daylight inspection of the premises/facilities for damage/undue wear and tear. **Charges for repair of damage and/or rubbish removal and extra cleaning will be levied before return of the (remaining) deposit.**
- The Hall is not for hire for any teenage parties (aged 13-19 yrs).
- Wheeled footwear, trampolines etc, are not allowed to be used inside or outside the hall.
- Bouncy castles may be accepted subject to certain restrictions
- The Committee reserves the right to refuse any hiring request without giving reasons.
- Certain bookings where alcohol is sold or provided have an additional £21 Licensing charge.
- Our Premises Licence (music, dancing, singing, etc) include the following maximum capacities **(please note there are only 80 chairs in the hall):**

Closely Seated Audience 170 max Disco or Dances 170 max Dining 90 max
Whist Drives or Bingo 90 max Dancing and Dining 75 max