



WISBOROUGH GREEN VILLAGE HALL

HIRE CHARGES

Please note that new Hire Charges come into effect as from 1st October 2022

Details on following page

Current charges applicable for Hirings up to 30th September 2022

are shown on Page 3

PLEASE NOTE THE FOLLOWING:

1. Acceptance of any booking is entirely at the discretion of the Hall Management Committee
2. Minimum 2 hour Hire is normally required for the Main hall, Committee Room or Vine Room. The Committee will consider Hires of less than 2 hours if considered to be for the physical, mental or spiritual wellbeing of the community
3. Hires of less than 2 hours DO NOT QUALIFY for the inclusive 15 mins setting up and closing down allowance
4. As a condition of hire for parties/dances the Servery must be booked at the relevant hire charge. When meals/cooking are involved the Kitchen and Servery must be booked together at the relevant charge
5. For evening parties/dances minimum hire is 8 hours. For daytime parties minimum hire is 6 hours – excluding children's parties.
6. A Security Bond of up to £250 may be required for all private parties for 15 years old and above
7. Glassware is available for Hire ONLY when the Servery is hired
8. For all functions at which Alcohol will be supplied (whether sold or not), a charge of £20 will be made to cover the Licence Costs. Fee is not charged if guests bring their own drink nor if drinks are served to table (i.e. not via a bar/ counter service)
9. For all functions at which amplified music will be played (whether live or recorded) not using the Hall's own sound system, a charge of £20 will be made to cover the Entertainment Licence Costs.
10. The daily rate for Brownie Pack Holidays gives exclusive use of the Hall spaces & resources but does NOT include electricity which will be charged at a rate of £3 per day
11. Weddings & Private Party events hired via the "day rate" include full days Hire of Main Hall with night before for preparation & decoration & following morning for clearing up (both subject to availability). Hire of Kitchen, Servery & other Resources is extra at relevant charge
12. Commercial/Antiques/Brocante hires include the Main Hall & Committee Room. Hire of Kitchen and Servery is extra at relevant charge
13. Minimum hire for Jumble Sales is 6 hours at relevant hourly rates
14. Hire Charges are reviewed annually each autumn.

Wisborough Green Village Hall

Schedule of Hire Charges effective from 1st October 2022

HALL HIRE CHARGES		WG Resident Non Commercial	WG Resident Commercial/ Non Resident Non Commercial	Non Resident Commercial
ROOMS/SPACES (charged)				
Main Hall	per Hour	£9.50	£11.50	£17.50
Large Meeting (Committee) Room	per Hour	£6.50	£7.00	£10.50
Small Meeting (Vine) Room	per Hour	£6.50	£9.50	£14.50
Kitchen (includes crockery, cutlery & appliances) & Served space (glassware extra)	Fixed charge	£55.00	£65.00	£75.00
Served space (space only - glassware extra)	Fixed charge	£23.50	£29.00	£35.00
Served space (short interval 30 mins max.)	Fixed charge	£2.00	£2.00	N/A
RESOURCES (charged)				
Glassware (when Served space is hired)	Fixed charge	£15.00	£20.00	£25.00
4K UHD Projector & screen	Fixed charge	£20.00	£20.00	£30.00
Standard sound system/ microphones	Included	£0.00	£0.00	£0.00
Wifi	Included	£0.00	£0.00	£0.00
FEES	<i>Fees are in addition to other Hire Charges and are not discounted</i>			
Alcohol Licence Fee	Fixed charge	£20.00	£20.00	£20.00
Music Licence Fee	Fixed charge	£20.00	£20.00	£20.00
INDIVIDUAL EVENT CHARGES				
BROWNIE PACK HOLIDAYS	per Day	N/A	£48.00	N/A
WEDDING RECEPTION OR PRIVATE PARTY	per Day	£145.00	£155.00	N/A
COMMERCIAL SALE/ANTIQUES SALE/BROCANTE MARKET or similar	per Day	N/A	N/A	£180.00
JUMBLE SALE	N/A	N/A	N/A	N/A



Hire Charges from 1st September 2011

		RESIDENT	NON-RESIDENT	COMMERCIAL
GENERAL HALL HIRE Hourly rates - minimum 2 hours hire	Main Hall Committee Room Vine Room	£9 £5.50 £6.50	£11 £6.50 £9	£16.50 £10 £13.50
KITCHEN	Includes crockery, cutlery and appliances	£35	£45	£55
WEDDING RECEPTION OR PRIVATE PARTY	Full day's hire of hall, with night before for preparation and decoration - if available. Hire of Kitchen and Servery is extra at relevant charge	£135	£145	N/A
MILLENNIUM SERVERY	For light refreshments Full bar (excluding glassware) Full bar (including glassware)	£22 £27.50 £33	£27.50 £33 £44	£33 £40 £50
BROWNIE PACK HOLIDAYS	Per day (plus £2 per electricity)	N/A	£44	
COMMERCIAL SALE/ ANTIQUES SALE	Main hall and committee room only Hire of Kitchen and Servery is extra at relevant charge	N/A	N/A	£160
JUMBLE SALE	Hourly rates apply - Minimum 6 hours			

PLEASE NOTE THE FOLLOWING:

- As a condition of hire for parties/dances the Servery must be booked at the relevant hire charge. When meals/cooking are involved the kitchen must also be booked at the relevant charge.
- For evening parties/dances minimum hire is 8 hours. For daytime parties minimum hire is 6 hours – excluding children's parties.
- A Security Bond of up to £250 will be required for all parties including birthday parties for 15 years old and above.
- The daily rate for Brownie Pack Holidays does not include the hire of crockery and cutlery. If this is required it will be charged at a rate of £6 per day.
- For all functions at which Alcohol will be supplied (whether sold or not), a charge will be made to cover the Licence Costs – the charge as at September 2011 is £20.00.
- For all functions at which amplified music will be played (whether live or recorded) not using the Hall's own sound system, a charge will be made to cover the Entertainment Licence Costs – the current charge is £20.00
- For Classes and Activities hiring the Main Hall for at least 2 hours and requiring use of the Servery for a mid-session interval (of no more than 20 minutes), there will be a charge of £1 per interval.
- Hire Charges will be reviewed as from 1st September each year.