

LITTLE KINGSHILL VILLAGE HALL

HIRE CHARGES

Monday–Friday (during term time outside of School hours)

Hall and Kitchen £7.00 per hour

Committee Room £4.00 per hour

Saturday/Sunday

Hall and Kitchen £10.00 per hour

Committee Room £ 5.00 per hour

A refundable deposit is payable according to the type of event:

£25.00 for meetings and under 5's parties

£80.00 for parties and other social functions

£130.00 for teenage parties and discotheques

New Year's Eve

6.00 pm – 1.00 am

£150.00

Specialist equipment:

PA system:- Hire cost - £10, Deposit - £50.

Sound System:- Hire cost-£20, Deposit-£100.

Projector System:- No charge.

Terms and Conditions

- Deposit and hire charges are payable in advance at the time of booking.
- The total hire charge will be rounded up to the nearest 50 pence.
- The chargeable period is from the first entry to the last exit.(includes setting up and putting away).
- Cheques should be made payable to LITTLE KINGSHILL VILLAGE HALL.
- Details to pay via bank transfer are: Little Kingshill Village Hall, account number 15266868, sort code 30-93-67
- Deposits and hire charges should be paid promptly, as they are the only means of securing the booking. Failure to pay within two weeks will be taken as an abandonment of the booking, and the Booking Secretary may then make another booking for the same time and date.
- The Caretaker will open and close the Hall.
- Hire of Hall and Kitchen includes the use of all equipment, cutlery, china and glassware in the Kitchen. Please note that hand towels and tea towels are not supplied. Hirers should bring their own towels and remove them on completion of the event. They should not be left on radiators.
- The Hirer is responsible for looking after the Hall and its contents during the event and for cleaning up and leaving everything in good order. **THE HIRER SHOULD PERSONALLY COMPLETE THE CHECK OF AMENITIES FORMS, AND SHOULD NOT DELEGATE THE FINAL CHECK TO A THIRD PARTY.**
- The Hirer will be liable for any costs incurred over and above the deposit paid, for replacement or repair of any losses, breakages or damage during the period of hire.
- Deposits will be returned in full (if no costs are due) upon receipt of the Hirer's Check of Amenities form, during the month following the hire.

Booking Secretary

Lucy Johnstone

Tel: 07989 321344

Hon. Treasurer

Jolyon Austin

Tel: 07799 621418

Please telephone between 09.00 and 18.00 on week days.