

DOWN AMPNEY VILLAGE HALL

Registered Charity No. 275782

Hiring Charges effective from June 2010

<u>FACILITY</u>	<u>TIMES</u>		<u>GROSS RATES</u>	
	08:00 to 18:00	18:00 to 24:00		
Rooms	private/charity	commercial	all hires	
Main Hall	£6.00	£8.00	£10.00	per hour
Dakota Room, Wynne Room	£5.00	£6.00	£8.00	per hour
Main Hall & Dakota Room	£10.00	£13.00	£15.00	per hour
Major party package (See note 1)		£250.00 (plus £50 for Wynne Room)		fixed
Note - Minimum Booking Charge after discounts (All hires must finish by midnight)		£8.00		
<u>Other Services</u>				
Servery (for limited provision (<20 people) of drinks only)	£3.50			fixed
-otherwise (eg serving or cooking food, parties etc.)	£20.00			fixed
Bar (See separate sheet)		£20.00		fixed
Cleaning (See note 2)		up to £25.00		fixed
Stage		£20.00		fixed
Table Linen		£3.50		per cloth
Pitch Fee for Marquee for one weekend	£150.00	£250.00		fixed

Discounts - Only applicable to costs of Rooms.

Down Ampney Resident	(See note 3)	25%
Block Booking	(more than 5 sessions)	10%
Full Payment in Advance	(See note 4)	5%

NOTES

1. **Major party package** The hire includes the Main Hall, Dakota Room, Bar, and Servery, all day, set-up on the previous evening, and time for clean-up the next morning.
2. **Cleaning** If in the opinion of the Booking Manager, the event is likely to cause an additional cleaning requirement, the Committee reserves the right to make an additional charge. A deposit of up to £25.00 may be required.
3. **Down Ampney Resident** This discount is available for Private/Charity hires if the Hirer is a resident of the Parish of Down Ampney **and** the Hirer is in attendance for the period of the hire, in accordance with the Conditions of Booking.
4. **Full Payment in Advance** This discount is available if the full hiring fee is paid when booking and more than 2 weeks before the hire date. In the event of subsequent cancellation, 25% of the Room charge is non-returnable.
5. **Deposit** A booking can be confirmed by the payment of a non-returnable deposit of 25% plus the bar charge. Any balance owing is due at least 2 weeks prior to the hire commencing.
6. **Grounds** The Hirer of the Main Hall may use the grounds of the Hall. Barbecue equipment is available free of charge. The tennis courts are not included as part of the Hall grounds.
7. **Dogs** Only guide dogs may be brought indoors into the Village Hall premises, except by prior arrangement with the Committee.
8. **Tables and Chairs** The use of tables and chairs and the staging, if booked, is included within the hire charge for the respective room. You may not move any furniture from or to a room you have not hired without express permission at the time of booking.
9. **Private/Charity Use** Such use includes any event for which no charge is made for attending, other than for charitable fund-raising, or where the charge is fundamentally to share the costs of the event.
10. **Set-up** The Committee hires out the facilities. The Hirer is responsible for setting out tables and chairs etc. and for repacking them tidily away and for cleaning the Hall prior to the end of the Hire, unless other arrangements have been agreed.

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