

WELBURN VILLAGE HALL

(registered charity no. 1085747)

LETTING CHARGES

from 31 March 2018

Non-commercial

Main Hall - regular use*	£9.00 per hour
Main Hall - occasional use	£11.00 per hour
Dot Smith Room only	£6.00 per hour
Both Rooms	£14.00 per hour
Minimum charge for private parties	£44 (if Main Hall used)

Commercial

Main Hall - regular use*	£11.00 per hour
Main Hall - occasional use	£13.00 per hour
Dot Smith Room	£7.00 per hour
Both rooms	£17.00 per hour

Bookings are only accepted for multiples of half hours, with a minimum booking of one hour.

Capacities: Maximum capacity (all rooms): 110 persons
Main Hall: maximum of 110 persons
Dot Smith Room: maximum of 20 persons

***Definition of Regular Use:** Bookings made on the same form for the Main Hall on 4 or more days for 6 hours or more in total plus any additional sessions within 12 months.

^Definition of a Private Party: An occasional event whose main purpose is socialising and which is not open to all adult members of Welburn Parish either for free or for a charge.

Payments: For regular use, payment is due for the whole period booked on the date of the 2nd session. For occasional use, full payment is due at the time of booking. There will be a 5% surcharge on payments still outstanding the day before the event.

Cancellations: A full refund will be given if more than 48 hours notice is given.
If less than 48 hours notice is given, 50% of the booking fee will be refunded.

Hall available: Monday to Thursday 8am until 10.30pm
Friday & Saturday 8am until 11.00pm
Sunday 8am until 10.00pm.

BOOKINGS: phone Nigel Boatman 01653 619609 or Yvonne Myers 01653 618610
or e-mail welburnvh@gmail.com.
Booking forms available at www.welburnvillagehall.webs.com, in the village hall foyer, or from Nigel Boatman