

SHIFNAL VILLAGE HALL COMMITTEE

(Registered Charity No. 503365)

BOOKING OFFICE: Opening hours:- Wednesday evenings from 5:30pm to 7:30pm

Telephone: 01952 460294 (answer phone) email: shifnalvillagehall@yahoo.com

HIRE CHARGES from 1st January 2023

MAIN HALL (minimum hire 2 hours)

Meetings	£16.00 per hour
Parties, Socials, Concerts, Dances, all Stage Performances, all Fundraising Functions (except discotheques)	£20.00 per hour
Wedding Receptions	£35.00 per hour
Discotheques (Charitable/Fundraising)	£25.00 per hour
Commercial (all functions including discotheques)	£27.00 per hour (discretionary)
Preparation and Clearing time (applies to Main Hall rates only)	50% of hourly rate
SMALL COMMITTEE ROOM (minimum hire 2 hours)	£8.00 per hour
LARGE COMMITTEE ROOM (minimum hire 2 hours)	£10.00 per hour
KITCHEN (for preparation of meals/buffets etc)	£25.00 per function
BAR (compulsory when alcohol is to be consumed)	£50.00 per function (flexible)
Extra Opening and Closing	Additional charge of £10.00
Insurance/Booking Fee (compulsory) (covers accidental fire/damage to the buildings)	£20 per function
The hirer is responsible, where applicable, for their own employer's liability & public liability insurance.	

EQUIPMENT HIRE

Light refreshments including crockery	£10.00 per session
Projection Screen	£4.50 per session
Sound equipment	£4.50 per session

DEPOSIT	£50.00
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Full hire charge to be paid at time of booking if less than deposit of £50.00

A refundable deposit of £100.00 must be paid with the balance 4 weeks prior to the date of the function. This will be refunded within 28 days after the date of the function provided the premises have been left in satisfactory condition. (See Conditions of Hire No. 5). An additional charge of £20.00 will be required for electricity in the case of bouncy castles or discos.

BALANCE

To be paid 4 weeks prior to the date of hire (details are recorded on Confirmation of Hire)

CANCELLATION

To be made before balance is due otherwise the Hirer is liable for full cost of booking. Deposits cannot be refunded.