

SHENFIELD PARISH HALL

Registered Charity Number 301394

TARIFF 2020

WITH BOOKING CONDITIONS & RULES OF CONDUCT

The Trustees are pleased to offer the Parish Hall for hire and hope all users will enjoy the use of the Hall and its facilities.

The Bookings Manager, Julia Coles, may be telephoned on 07826 554494 on any day between 9am and 9pm.

1. CHARGES

The following hourly charges will be applied from 1st January 2020

	Weekday Morning	Weekday Afternoon	Weekday Evening	Saturday Daytime	Saturday Evening	Sunday Daytime
MAIN HALL	(Maximum capacity: 150 persons)					
Standard	£10.70	£12.75	£17.35	£25.50	£30.35	£22.95
Low premium	£12.75	£15.80	£22.20			
High premium	£15.80	£20.40	£26.30			
GWENDOLINE LEWIS ROOM	(Maximum capacity: 60 persons)					
Standard	£7.40	£8.70	£14.55	£19.40	£25.50	£18.60
Low premium	£8.70	£10.70	£19.15			
High premium	£10.70	£12.75	£23.70			

Standard Charges will apply: on week days to private bookings, non-profit making community groups and charitable organisations. Standard charges will apply to all users at weekends.

Low Premium Rate will apply: on week days to persons and organisations booking events for profit making purposes, which provide community services or activities, including, for example, for children, the elderly, adult education and fitness. The Low Premium Rate will also apply to statutory bodies.

High Premium Rate will apply: on week days to commercial organisations not included in the 'Low Premium Rate' category.

2. OPEN HOURS

The hours in which the Hall may be used and for which charges will be made are:

Weekdays:	Mornings:	0800-1300
	Afternoons:	1300-1900
	Evenings:	1900-2330
Saturdays:	Daytime:	0800-1900
	Evening:	1900-2330
Sundays:	Daytime:	1000-1930

Bookings may be made and charged in units of a quarter of an hour **and must include setting out and clearing up time.**

Updated March 2019

3. **ADDITIONAL CHARGES** will be made for:

Use of kitchen	Full use of the facilities including the preparation of hot food: There will be no charge for cold food setting out or light refreshments.	£20.00
Deposits	Non-regular users will be required to pay a deposit for each room hired at the time of making the booking (this deposit may be returnable – see Booking Conditions)	£25.00 per room
	And a Breakage Deposit payable with the full charge not less than 28 days before the date of hire. This will be returnable in full, less any deductions for breakages and damage to the Hall or its facilities. Payment for breakage or damage to a value in excess of £50 will be charged in full.	£50.00

BOOKING CONDITIONS

1. The charges made shall be those, approved by the Committee and published as the Tariff, prevailing at the date of the event for which the premises are hired. Cheques should be made payable to “Shenfield Parish Hall” and sent to the Bookings Manager.
2. The booking Deposit for a single event must be paid at the time of booking, and all the remaining charges including the Breakage Deposit must be paid at least 28 days in advance of the date of the booked event.
3. The Committee will make every reasonable effort to ensure that a booking can be fulfilled. If a booking is cancelled by the Committee, all monies received in respect of the booking will be returned.
4. The proposed use of amplified music or live entertainment shall be notified to the Bookings Manager at the time of booking and preauthorised.
5. If the hirer cancels a booking, the Booking Deposit is forfeited. If the booking is cancelled by the hirer less than 28 days in advance of the date of the event, the full hire charge is payable. The Booking Manager has discretion to vary the effect of this clause in cases of hardship.
6. The Committee will not permit any use of the Hall which, in the Booking Manager’s opinion, would lead to disorder or undesirable conduct and may refuse an application on those or any other grounds without giving any explanation.

RULES OF CONDUCT

Your adherence to these Rules will be appreciated to ensure that the Hall is available to all users at all times.

1. No more than 150 people shall be allowed in the Main Hall and 60 in the Gwendoline Lewis Room.
2. The kitchen facilities may be used only if booked beforehand on the terms set out in the Tariff. The Hirer is responsible for ensuring the washing up of all items used and for leaving the kitchen in a clean and tidy state.
3. No function in the Hall may continue after 11.30 pm. All music shall be kept to a reasonable volume and must stop by 11.00 pm. If a complaint is received during the period of hire, the hirer shall immediately reduce the volume to an acceptable level. The Hall must be vacated within the times specified on the Booking Form.
4. Any alteration to the heating controls, lighting, fitting or decorations is forbidden without agreement in writing from the Bookings Manager. No property may be brought into the premises without the prior consent of the Booking Manager and no liability can be accepted for loss or damage thereto.
5. Nothing shall be hung on, lodged against, nailed to or suspended from the internal walls. External decorations, emblems or notices are not permitted without the written agreement of the Booking Manager.
6. It is forbidden to fix bill or posters on the outside or inside of the premises. To do so is an offence under Section H109 of the Town and Country Planning Act 1971.
7. All doors giving egress from the Hall must be kept unlocked and unobstructed but fire doors should be kept closed to minimise the impact of noise nuisance.
8. The Committee requests that those leaving the premises at the end of the hire period do so in a quiet and orderly manner giving regard to neighbours.
9. Hirers should make use of the advice and directions given in the Users’ Manual, a copy of which may be found in the marked drawer in the main kitchen and also available from the Bookings Manager.
10. Parking is available for those hiring the Hall at the time of hire only. Please park with consideration to other users and to maximise available space.