

## Grundisburgh Village Hall Hire Charges

Applicable from 15th March 2022 until further notice.

<b>GRUNDISBURGH VILLAGE HALL HIRE CHARGES. Please also see Notes</b>		
<b>Time Applicable</b>	<b>Main Hall per hour</b>	<b>Meeting Room per hour</b>
At All Times, except	£15	£8
Saturday after 6 p.m.	Minimum charge £120	Minimum charge £50

<b>GRUNDISBURGH VILLAGE HALL HIRE CHARGES, NOTES.</b>			
1	<b>Village Club Discount</b>	Available to regular meetings of not-for-profit village clubs or groups which are open to all villagers, i.e. invitation only events do not attract this discount. Applies only to the hourly hire rates.	20% Discount
2	<b>Enhanced Use Charge</b>	One-off charge for use of kitchen to prepare / serve meals (i.e. not applicable for light refreshments). Not subject to discount.	£25
3	<b>Staging</b>	Set-up and dismantling fee for hirers wishing to use the staging	£50
4	<b>Saturday Night Minimum</b>	Minimum Hire Fee applies after 6 p.m. Saturday (i.e. 5 hours minimum).	As above table
5	<b>Refundable Deposit</b>	Applicable to one-off bookings such as evening parties, dinners and wedding receptions only. Payable with booking fee and refunded if hall undamaged and clean after use. Additional charges may arise if reinstatement costs are higher.	£100
6	<b>Set-up &amp; Clear-Up</b>	Hirers are not allowed entry to the hall prior to their booking commencement time and must vacate the hall, leaving it in a clean state, at the end of their booked slot. Sufficient time must be booked by hirers to prepare for their event and to clear up afterwards.	
7	<b>Cleaning</b>	The Hire Agreement requires hirer to leave the hall in a clean state but if preferred, and subject to availability, a professional clean can usually be arranged for a fee of £25 (parties) or £50 (wedding receptions)	£25 / £50
8	<b>Exclusive Use</b>	May be gained by booking both rooms. Both rooms must be booked for Large Parties and Wedding Receptions (or similar)	Sum of Hall & Room hire
9	<b>Wedding Reception</b>	Minimum Booking Period applies: Saturday 9 a.m. to midnight. Sunday 8 a.m. to midday. Additional hours may be booked. 50% of hire charge payable on booking; balance (to include refundable deposit) due 4 months before the event.	£500
10	<b>Available Times</b>	From 8 a.m to Midnight (but no amplified music after 11 p.m)	
11	<b>Payment Terms, Single Events</b>	With the exception of wedding receptions (see above), all fees including deposit must be paid at time of booking to secure the booking.	
12	<b>Payment Terms, Recurring Events</b>	Terms to be agreed on a case-by-case basis.	
13	<b>Cancellation</b>	Any return of Hire Charges paid in advance is at the discretion of the Management Committee and subject to a cancellation fee. Any Refundable Deposit paid in advance will be returned.	
14	<b>Management Responsibility</b>	The Management Committee reserve the right to refuse or amend bookings and to amend the published hire rates on a case-by-case basis in order to meet the aims of benefitting the community and maintaining/enhancing the facilities.	