

**ENFORD VILLAGE HALL**  
**SCALE OF CHARGES 2011 - 2012**  
**BOOKING OFFICER: TEL: 01980-670501**  
**Email: [enfordvillagehall@btinternet.com](mailto:enfordvillagehall@btinternet.com)**

**RATES FOR LOCAL RESIDENTS AND REGULAR USERS**

	Hourly Rate (see 1 below)	Daily Function Rate (see 2 below)	Daily Function Rate incl crockery & cutlery (see 2 below)
a. Main Hall: including the Kitchen excluding the Kitchen	£12.00 £10.00	£ 95.00	£145.00
b. Exclusive Use of Whole Building Hourly and Daily Function Rates include the cost of Electricity, Heating & Hot Water		£175.00	£225.00
c. Exclusive Use of Hall & Recreation Ground		£250.00	£300.00
d. Recreation Ground Daily Site Fee for marquees Electricity will be metered and charged on the separate external supply		£ 30.00	
e. Recreation Ground	£12.00		
f. Pitch & Changing Rooms for Matches			
i) Adult	£20.00 per 2 hour session		
ii) Youth	£17.00 per 2 hour session		

**LICENCE REQUIREMENT:**

A Licence Fee of £21.00 will be charged for all events serving alcohol and / or for any event which includes Regulated Entertainment including live or recorded music. Please check with the Booking Officer who will advise you if your event requires a Temporary Event Notice (TEN) and how to apply.

**DISHWASHER:**

Use of the commercial dishwasher will incur a charge of £15.00 to cover additional costs  
Crockery and cutlery for smaller events: £0.75p per person  
Table Cloths £2.00 each, not including laundering

**HIRE OF EQUIPMENT WHEN NOT BOOKING THE HALL;**

Hire of Chairs: Upholstered Chairs £2.00 each per day. Folding Plastic Chairs £0.50p each per day  
Hire of Tables: £2.00 per day per table

1. The Hourly Rate applies to bookings by local residents, for regular bookings by clubs for the purposes of meetings and/or activities attended by their members, and regular bookings for classes (educational or physical). The rate includes 15 minutes setting-up/clear-down time for each booking.

2. Function Rate applies to all functions or bookings not covered by the hourly rate. The Hall will be available for hirers from 08.30 a.m. until 11.30 p.m. Profit making events and commercial bookings will incur a surcharge of 20%. Marquees erected on site for more than one day, including days putting up/taking down, will incur an additional daily site fee.

IT IS A CONDITION OF BOOKING THAT THE BOOKINGS OFFICER IS ADVISED IF THE FINISH TIME IS LATER THAN 2330 HOURS. LICENSED HOURS MUST BE ADHERED TO. LATE SESSIONS ARE AT THE DISCRETION OF THE BOOKING OFFICER / MANAGEMENT COMMITTEE. There is white china, crockery and cutlery and other equipment for up to 100 people with an additional charge. For larger numbers additional equipment may have to be hired separately. Glassware and linen are not provided.

**NOTE:** A DEPOSIT OF £50 IS REQUIRED FOR ALL FUNCTIONS AND WILL BE RETURNED AFTER THE EVENT IF THERE IS NO LOSS OR DAMAGE.

**NB: THE RESERVATION CAN ONLY BE CONFIRMED ONCE THE BOOKING FORM AND DEPOSIT HAVE BEEN RECEIVED**

**CANCELLATIONS:**

Cancellations made less than 4 weeks before any booking will be charged 50% of the hire charge. Cancellations made less than 4 weeks before any booking for a Function on a Friday, Saturday or Sunday will be charged at the FULL hire charge for the booking. Cancellation of any booking made less than 2 weeks before the booking will also be charged at the full cost of the hire charge

**ALL BOOKINGS ARE SUBJECT TO THE "CONDITIONS OF HIRE" AND IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THEY HAVE READ AND UNDERSTOOD THESE CONDITIONS. A COPY OF THE "CONDITIONS OF HIRE" WILL BE ENCLOSED OR ATTACHED WITH THE BOOKING FORM AND HIRERS ARE REQUIRED TO SIGN TO SAY THEY AGREE TO ABIDE BY THESE CONDITIONS BEFORE THE BOOKING CAN BE ACCEPTED**