

# STANDARD HIRE CHARGES FOR LYMPSTONE VILLAGE HALL

## From 1<sup>st</sup> January 2019 until further notice

**See Page 2 for details of how to book and how we calculate overall charges**

### HIRE OF ROOMS

Charges include use of tables, chairs, & utilities, also Performing Rights fees for playing recorded music. Non-commercial organisations and individuals resident in Lympstone parish receive an automatic discount of **15%** on room hire charges. Additional charges may apply for use of AV equipment.

|  | <b>EVENT<br/>TIME £<br/>Per Hour</b> | <b>PREPARATION<br/>TIME £ Per Hour<br/>(reduced rate)</b> |
|--|--------------------------------------|---|
| WHOLE COMPLEX of all 3 rooms + Bar + kitchen*  | 49.00                                | 24.00   |
| <small>*'Whole complex' may exclude Committee Room depending on Tennis Club pre-booking – please ask</small> |                                      |   |
| MAIN HALL AND STAGE  | 11.00                                | 6.50  |
| FUNCTION ROOM  | 9.50                                 | 5.00  |
| COMMITTEE ROOM   | 8.50                                 | 4.50  |
| KITCHEN with full use of catering facilities, crockery, cutlery  | 10.00                                | 5.00  |
| Kitchen for tea / coffee making only (per event charge)  | 9.50                                 | n/a   |
| USE OF BAR & glasses (bar licence charged separately)  | 10.00                                | 4.50  |
| EXTENDED HIRE OF HALL AFTER MIDNIGHT<br>(If late event licence needed from EDDC – their fee £21)             | 60.00                                | (single payment)  |

A partial deposit or full prepayment may be requested. An additional cleaning charge – up to £100 - to cover costs may be levied if hirers do not leave the hall in a fit state for the next hirer.

### SEE SEPARATE SHEET FOR CHARGES FOR WEDDINGS AND RECEPTIONS

#### OTHER CHARGES (no local discount given)

Bar Licence - FEE payable per event per day 11.00

#### Charges for hire of items away from Hall (price per item; subject to availability for 1-3 day hire; delivery/collection not included, ask about bulk discount)

Plastic chairs - inside or outside use, each 0.75

Fabric chairs - inside use only, each 3.00

Tables - inside use (newer round or trestle tables) 3.50

Cutlery, crockery & glasses (per item) 0.10

To be collected and returned, washed by hirer

#### CHARGES FOR BREAKAGES etc

We will raise a charge for breakages to glassware and crockery and damage to hall fabric and facilities, in each case to cover our costs or repair or replacement.

## LYMPSTONE VILLAGE HALL BOOKINGS & CHARGES effective 1/1/2019

**FOR INFORMATION ABOUT AVAILABILITY AND FACILITIES PLEASE CONTACT THE BOOKING MANAGER**

**Michael Wilkes**

**River House, The Strand, Lympstone, EX8 5EY**

*(to deliver - door on left in alley beside hairdressers opposite the Globe pub )*

**Telephone: (01395) 265147**

### **HOW TO BOOK**

To book part or all of the Hall's facilities you will need to complete a booking form available from our website, Lympstone Post Office or Michael Wilkes. See our website or ask Michael about availability and the facilities of each of our areas for hire.

### **BOOKINGS ARE SUBJECT TO ACCEPTANCE**

All requests to use the Village Hall facilities will be considered by the Management Committee whose decision and conditions are final. Charges are according to our published schedule. Our standard terms and conditions apply. A deposit may be required and cancellations may be charged for.

### **AN ALCOHOL LICENCE MUST BE OBTAINED IF YOU SELL ALCOHOL**

We are licensed by EDDC. To sell alcohol, you must ensure that the name and contact details of the person who will be in charge of the Bar is recorded on the Booking Form. If this information is not available at the time of booking, then it is the organiser's responsibility to provide that information to us by 28 days before the event, on the form we will send you. In the event of non-compliance, an alcohol licence will be refused.

### **CROCKERY AND GLASSES**

Cutlery, Crockery and Glasses (for up to 10 dozen people) are included if you hire the kitchen and/or bar (breakages must be paid for). We advise you to check that we can meet your needs exactly; please ask. We do not provide saucepans, baking trays, tea towels etc.

### **HOW CHARGES ARE CALCULATED**

The Hall, Function Room, Committee Room, Kitchen and Bar can each be booked by the half hour (minimum one hour). The event duration will be charged at the full rate, whilst preparation time will be charged at approximately half-rate - as shown on our schedule of charges. Use of tables and chairs, heating and lighting is included in the prices.

The whole complex or individual rooms may be hired for periods in excess of one day for which special rates apply, details are available from the Booking Manager.

#### **NOTE ON CHARGES:**

**The Hall is chiefly a resource for Village use. Our charges and discounts reflect this: non-commercial organisations and individuals from Lympstone receive an automatic discount of 15% on all room hire charges**

#### **CATERING AND OTHER SERVICES**

**We can advise on tested and trusted local suppliers of catering, hall decoration (eg balloons) etc – please ask.**

**Interest** will be charged on overdue accounts (unpaid after 14 days), including annual payments, at 5% per month above bank base rate. **Deposits** may be required, both for individual events and against series bookings. Deposit required for key loan.