

PORLOCK VILLAGE HALL SCALE OF CHARGES

All prices include the use of the kitchen, crockery & glasses, if the hirer requires their use, they must indicate so on the Booking Enquiry form. In addition cutlery and a soup tureen is available on request.

Where the large and small halls are booked by different hirers, those booking the small hall should be aware that users of the Large Hall can access and use the kitchen via the linking passageway. The use of the kitchen will inevitably produce noise which could impact upon the use of the Small Hall.

All functions MUST finish by midnight, except for Sundays when they must finish by 10.30 pm.

Definitions:

Private Users-this means a purpose for which no charge is levied by the hirer on any participant in the booking, (e.g. Wedding receptions)

Local Groups- those with charitable and/or non-commercial status or for the benefit of the local population, for which admission charges may be made on some or all participants. (e.g. Museum talks)

Commercial Users & non-local organisations. - This will include political organisations, elections, auctions, trade & craft fairs, etc.

<u>Rates</u>		Morning	Afternoon	Evening	or Evening
	Hall	8.00 - 12.30	13.00 - 17.30	18.00 - 22.30	18.00 - 24.00
Private Users	Large	24.00	34.00	34.00	44.00
	Small	19.00	24.00	24.00	34.00
Local Groups	L	19.00	19.00	19.00	24.00
	S	14.00	14.00	14.00	19.00
Commercial Users	L	34.00	34.00	44.00	N/A
	S	29.00	29.00	39.00	N/A

Meeting Room - The cost of hiring the Meeting Room is £6 per session. *(No discounts apply)*

Public Address System: In conjunction with the main P.A. system a “Speech Enhancement System” (hearing loop) is available in the large hall. This facility must be booked on the hiring form and training under-taken, where necessary, prior to use.

CarPark : Sole use of the Parish Council car park adjacent to the Village Hall may be booked given at least 30 days notice. This is at the discretion of the Parish Council and the Village Hall Management Committee. A chained off area of the car park is now reserved for Village Hall users, at no extra cost, the key to this area is provided with the building key.

Payment: Payment for the use of the hall should be made when the booking is confirmed and payment slip received. A damages/cleaning deposit of £100 may additionally be levied. If an invoice has to be raised by the Treasurer an additional charge of £2.00 will be made. The Management Committee reserve the right to impose a cancellation fee.

Sale of Alcohol: The Hall premises are Licenced for the Sale of Alcohol, but it **must** be noted on the Booking Form.

Hall Capacity Guidelines:

The following numbers provide a realistic number of persons that can be accommodated in the Halls.

	Small Hall	Large Hall
Closely seated audience	60	180
Dancing		120
Seated at tables		120

Discount Structure:

Sessions booked and **paid for** quarterly in advance can have the following discounts applied.

12-23 sessions in any calendar year - 10% discount

24+ sessions in any calendar year - 15% discount