

# BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

**Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS**

## VILLAGE HALL HIRE CHARGES 2017 – 2018

We welcome hire enquiries from everyone. Buxhall Village hall is supported by its community so preferential rates are offered to village residents and organisations. Bookings are secured and confirmed upon payment of the appropriate deposits (see below).

		Village Residents & Village Organisations	Non Village
1)	Committee meetings of organisations without refreshments.	£12.50	£15.00
2)	Meetings and talks with light refreshments (tea/biscuits)	£15.00	£18.00
3)	Children's afternoon parties-normal duration not more than 4 hours. (Deposit of £10.00 required to confirm booking)	£15.00	£18.00
4)	Functions Day or Evening-minimal use of kitchen. Normal Duration not more than 4 hours. (Deposit of £20.00 required to confirm booking)	£30.00	£35.00
5)	Major functions with full use of kitchen. Live or disco music, sit down meals, dances, birthday & wedding parties and social Events. (Deposit of £20.00 required to confirm booking)	£50.00	£60.00
6)	Full day hire (12 hours or more) with full use of kitchen	£96.00	£120.00

### Other Hiring

Hire of the hall includes the use of equipment, however such equipment (including cutlery and crockery) must not be removed from the hall in any circumstances.

Our tables and plastic stacking chairs may be hired for other, non-village hall, events. A deposit will be required and all damage and breakages must be paid for.

### Deposits

The level of deposit required to confirm the booking is indicated in the various sections above. The deposit is non-returnable should the event be cancelled.

Deposits for all party bookings will be retained to cover damage and breakages. The deposit is returnable on completion of the event and satisfactory inspection of the hall & equipment.

### Notes:

1. Food can be brought in subject to compliance with 'Standard Conditions of Hire'.
2. Pay bars may be allowed subject to condition 3 of the 'Standard Conditions of Hire'.
3. Heating, sockets and use of cooker are controlled by meter (£1.00 coins).
4. The above charges are subject to annual review.

Policy	Hire Charges
Date / Version	August 2017
Review Date	April 2018