

# **Great Bromley Village Hall**

Registered Charity Number 301310

## **Schedule of Charges - 2019**

Rooms in the village hall are charged for on an hourly basis. Time spent at the hall preparing for an event and clearing up afterwards must normally form part of the overall time booked. A 'package price' may be negotiable sometimes for larger and more complex events such as wedding receptions which can take place over more than one day.

The hourly hire charges for the main facilities are shown below. A discount is offered to residents of Great and Little Bromley and organisations in these villages. Where an event being booked is very large or likely to be noisy in nature (eg Band or Disco present) the rate for exclusive use of the whole village hall will normally be levied, as any concurrent use would be impracticable.

All booking charges include occasional use of the kitchen on a shared basis, to produce hot drinks and light refreshments only. If heavier use of the kitchen is required, including the oven, this must be declared at the time of booking to ensure that it is amenable to concurrent hirers of other rooms in the hall. Comprehensive use of the kitchen will incur an additional charge of £10 per hour to cover utility costs.

Booking charges also include use of the Small Hall as a thoroughfare between the Millennium Lounge, Main Hall and kitchen. Should the Small Hall be required to be used as an annex to either the Main Hall or Millennium Lounge (such as to serve food or drink) then it must be booked formally to ensure unimpeded access to facilities is available to all concurrent users of the hall.

Facility	Village Hire Rate per Hour	External Hire Rate per Hour
Main Hall	£16	£19
Millennium Lounge	£10	£12
Committee Room	£10	£12
Small Hall/Annex	£7	£8
Main Hall and Millennium Lounge together including Small Hall/Annex	£25	£30
Exclusive Use of Whole Village Hall	£30	£35

Advance payment of a deposit to cover possible damage or other liabilities incurred during an event is a standard condition of most bookings, refundable if no damage is caused or if the booking is cancelled. However, a charge will be levied for cancellation of a booking within 4 weeks of when the event was due to take place. Details of deposits and charges are given in the Terms and Conditions of Hire.

A special (refundable) deposit of £15 is required for each of the portable insulated hot water dispensers if they are used at the event (dispensers available on request at time of booking).