

ASHTON KEYNES VILLAGE HALL

MANAGEMENT COMMITTEE

SCALE OF CHARGES



Ashton Keynes Village Hall is a Registered Charity. Number 1059462

Effective from 1 st September 2013	Discounted Rate (1) (See over)	Activities Rate (2) (See over)	Functions Rate (3) (See over)
(a) Main Hall	£25.00	£50.00	£77.00 *
(b) Ashton & Keynes Rooms	£19.00	£38.00	£60.00 *
(c) Whole Building (Exclusive Use)	£44.00	£80.00	£100.00
(d) Whole Building (Exclusive All Day, 0800 to 2330)	-	-	£190.00
Set-up and Clear-down times must be booked in the same way and wherever possible at the same time as booking the room. They are charged at the Discounted Rate (1) unless prior agreement has been made. Any room has not been cleared and cleaned as per the Rules of Hire <u>will be charged</u> to the Hirer at the Discounted Rate.			
Hire charges include the use of Tables and Chairs. If the PA system is required please request a key – there is no charge for using the PA system.			
Note that the Kitchen, Toilets, Corridors and Cloak Room are shared areas. Unless the Whole Building has been booked, there may be other Users of these areas.			

*** this does not apply to evening Functions on a Saturday when the Whole Building must be booked*

All Saturday evening bookings are charged at the Function Rate (3) unless previously agreed with the Management Committee

'-' means that the session is not normally bookable

The above rates for rooms **a** to **c** are for a single session as defined below. Part Sessions can only be booked with the prior agreement of the Management Committee. Under normal circumstances, there is no reduction for Part Sessions.

Morning Session

Agreed Start Time to 1300hrs

Afternoon Session

1330hrs to 1800hrs

Evening Sessions

1830hrs to Agreed Finish Time

It is a condition of booking that the Bookings Secretary is advised if the Finish Time of an evening session is later than 2330hrs. Late sessions are at the discretion of the Management Committee.

All Bookings are subject to the Rules Governing the Hire of the Hall and it is the responsibility of the person making the booking to ensure that they are familiar with these rules. Copies are supplied with Booking Forms.

External Hire for Residents Only (collection & return to be arranged by the hirer)

Hire of Hall chairs - £5.00 per day for 10 or part of 10.

Hire of Tables - £2.00 per day per table.

Cancellation

Cancellations made less than 4 weeks before the booking of a function on a Friday Evening or anytime Saturday will be charged at the FULL Cost of the Booking. Cancellations made less

SCALE OF CHARGES CONTINUED



than 1 week before the Booking of any session from Sunday morning through to Friday afternoon will be charged at the FULL Cost of the booking.

Commercial Lettings

Special rates may be applicable and will be decided on by the Management Committee on application for the use of the Hall/Rooms for commercial purposes.

Categories

- (1) The Discounted Rate applies to regular bookings by organisations for the purposes of ordinary meetings and/or activities attended by their members; regular bookings for classes (educational or physical) for the benefit of parishioners; setting up/clear-down time; performance rehearsals and pre-teens childrens parties between Sunday morning and Friday afternoon.
- (2) The Activities Rate applies to pre-teen childrens parties on Friday evenings or Saturday morning or Saturday afternoon sessions; school shows; meetings of non-parish organisations; morning/afternoon activities, not covered by rate (1), to which the public is admitted.
- (3) The Functions Rate applies to all evening functions not covered by rates (1) and (2).

Lighting Box Key (for Stage Lighting)

The Lighting Box key (for use if the Stage Lighting is required) is available from the Keyholder at an additional charge of £3.00 per session. This should be booked via the Booking Secretary. The key will be available for a Set Up period at no extra charge providing that the main function has already been booked and that the function includes chargeable usage of the Stage Lighting system.

Licensing

The Village Hall is fully licensed under the Licensing Act 2003 for all activities except Boxing and Wrestling. Our Licence includes the sale of alcohol for which a Personal Licence Holder must be present. There is a charge of £21 for the use of the Village Hall Licence to sell alcohol – this is the same price as a Temporary Event Notice (TEN). It is essential that the Secretary is contacted if you wish to sell alcohol at a function so that we can ensure the proper controls are in place in order to stay within the Law. Under no circumstances is anyone permitted to apply for a TEN for the Village Hall. The Licensing Authority will advise us and your booking may be cancelled. If you think a TEN is required, speak with the Secretary.

All Keys

All keys should be returned after each session unless:

- a) Sessions are booked consecutively by the same organisation or individual, or
- b) Other Hirers (either from the same session or a following session) are in the Hall.

In the latter case it is **the responsibility of the organisation or individual who collected the keys** to ensure that a person from the Hirers still using the Hall is made aware that it is now **their** responsibility to return the keys. Please remember to advise them of where they should return the keys to and if possible, physically hand the keys over to the Users concerned. If it is not possible then leave the keys on top of the Boiler.

If there are no Users left in the Hall when you are leaving, please ensure that All lights are turned off, Fire Doors shut and then lock up the Hall with both upper and lower locks.

Contacts:

Caretaker	Peter Young	860582	Chairman	Dave Sheppard	860158
Secretary	Dave Sheppard	860158	Treasurer	Brain Kimberley	861414

Booking Line – 0844 776 0001 or visit www.akvh.org.uk