



**HOUGHTON & WYTON MEMORIAL HALL**

Registered Charity No.204779

**HIRING – SCALE OF CHARGES AS AT 1 APRIL 2008**

(Time booked must include setting-up and clearing-up time)

<b>1</b>	<b>HALL / ROOM USE</b> (includes basic use of Kitchen, i.e. Tea and Coffee Making Facilities and/or Microwave & Dishwasher Use)	<b><u>MAIN HALL</u></b>	<b><u>HADLEY ROOM</u></b>
<b>a.</b>	<b>Village/Charity/Youth Organisations:</b> Fundraising Bookings - Per Event	£22	£10
		<u>£ per hour</u>	<u>£ per hour</u>
	1 or more Bookings per week	6	4
	Regular Users	8	5
	Other Users	10	6
<b>b.</b>	<b>Commercial Use</b>		
	Regular Users	10	6
	Other Users	12	8
<b>c.</b>	<b>Private Events</b>		
	Daytime (up to 6pm)	10	6
	Evening (after 6pm)	15	8

**2. KITCHEN USE - Full Cooking Facilities including Oven, Hob & Hot Cupboard**

- a. For the first 3 hours - £20 Every hour thereafter - £5
- b. When used in conjunction with the Main Hall/Hadley Room - per event £20

**3. INSURANCE**

Surcharge for non-commercial users who do not have their own Public Liability insurance will be £2 per hour. Commercial users MUST have their own insurance. Proof of insurance cover must be provided to the Management Committee.

**4. VARIATION OF CHARGES**

The Management Committee reserves the right to vary the above charges with three (3) months' notice to current regular users and at any time for occasional use and/or when exceptional circumstances apply, e.g. a special service being provided for the village.