

THRELKELD VILLAGE HALL



SCHEDULE OF CHARGES

This Document covers:

- room hire rates
- overnight use
- wedding receptions etc
- meetings, conferences etc
- children's parties
- dance, keep fit and indoor sport
- supplementary charges for sale of alcohol and use of equipment etc
- deposit requirements
- cancellation charges
- how to book
- invoicing and payments.

The Village Hall Trust may amend charges at any time.

LOCAL ROOM HIRE CHARGES

Local organisations and individuals qualify for a special rate which is significantly below the **Standard Rate**. Any user, including commercial users, **who provide a service to local people which fits in with the aims of the Village Hall Trust**, may well qualify for the local rate.

"**Local**" is within the "area of benefit" of the Village Hall, which is quite tightly drawn. It covers Threlkeld Civil Parish (this includes Guardhouse, Scales, the Blencathra Centre and Wescoe); Threlkeld Quarry; Birkett Mire; Burns; and any immediately adjoining hamlets/farms.

HIRE PERIODS

Hiring must be in 15 minute units starting and finishing on the quarter hour.

For all bookings of an hour or more, as a concession, we add 15 minutes at either end to allow for any "setting up" and "taking down" time. If more time is needed, and/or if the Hall is left unavailable for others as part of the setting up/dismantling, this time MUST be booked and paid for.

Heating, water and electricity are included in the hire charge.

All charges are inclusive of VAT at the current rate. VAT invoices are provided in respect of all bookings.

Bookings can only be made via the BOOKINGS AND MARKETING SECRETARY (BAMS).

bookings@threlkeldvillagehall.org

Mobile: 0756 361 9358

HIRE CHARGES from 1 December 2014 (including VAT)

		Up to 2.00pm (per hour)	After 2.00pm (per hour)
<p>LOCAL RATES Local individuals and organisations</p> <p>Any public or voluntary organisation which clearly provides a public service for the local area</p> <p>Local commercial organisations owned by local residents and/or based in the local area</p> <p>Other commercial organisations which provide a service which helps meet the objectives of the Village Hall Trust by benefiting local people.</p> <p>Private parties, functions etc where the person making the booking is a local resident</p>	MAIN HALL	£7.00	£8.25
	MEETING ROOM (available outside Coffee Shop hours only)	£6.00	£7.00
<p>STANDARD RATES Any public, private or voluntary organisation not covered by the above categories</p> <p>Private parties, functions etc where the person making the booking is not a local resident</p>	MAIN HALL	£12.00	£14.50
	MEETING ROOM (available outside Coffee Shop hours only)	£10.00	£12.00
WEDDING PACKAGE	From £475		
ADDITIONAL CHARGES	Staging, round tables, extra chairs (60+), Adjust stage/disco lighting, portable AV equipment	£5 per item	

INCLUDED in the Charges

- use of the rooms concerned
- heating, water and electricity
- use of the Main Hall Kitchen and all its equipment, crockery etc;
- use of toilets and showers
- use of the foyer, common areas
- use of the car park

and the following furniture and equipment at no extra cost

- rectangular and square folding tables, up to 60 chairs, room dividers, crockery, cutlery etc
- mirrors and mats used in dance/exercise classes, parties etc
- in the Main Hall, use of the ceiling mounted digital projector (with plug in link for a computer, iPod, Game Console etc.), DVD player, amplifier, microphone. These can be operated by Hall users themselves without any instruction or supervision **provided they follow the written instructions precisely and carefully and lock the equipment up afterwards.**
- WiFi

Hirers must reserve AV equipment use in advance so they can be given the combination number for the AV cupboard. A returnable deposit may be charged when AV equipment is to be used.

Please note that the Coffee Shop servery is NEVER available

Additional charges

A charge of £5.00 per item will be made where the Hall staff/volunteers have to be involved in support of an event or to set up/dismantle furniture or equipment for safety and other reasons. These include the following,

- Erection of staging
- Use of one or more round tables
- Provision of over 60 chairs
- Adjustment of the direction of the stage lights or party/disco lights
- Portable audio visual equipment (usually only needed in the Meeting Room)

Anything else where assistance is needed or requested will be charged for at an agreed rate.

OVERNIGHT "CAMPING" USE

Charges:

- £9.00 per person
- a minimum group size of 20 when booked 2 or more months in advance; and 15 when booked less than 2 months in advance
- minimum two nights

The standard "package" includes:

- exclusive use of the Main Hall between 5.30pm and 10.00am, and normally also between 10.00am and 5.30pm; but sometimes accommodation has to be shared with other Hall users during the day, and this will be agreed and arrangements made when the booking is being discussed
- use of the kitchen, which may be accessed by other Hall users
- use of the toilets and showers, with exclusive use 10.00pm-8.00am
- use of the car park subject to availability
- arrival time from 5.30pm on day of arrival, latest departure 10.30am on day of departure

You will have the use of the tables and chairs provided in the Hall, and kitchen equipment, but we do not provide beds, bedding, towels etc.

We may be able to accommodate smaller groups and/or accept a booking for a single night, at short notice, subject to availability - please contact the Bookings and Marketing Secretary to ask about this.

WEDDING RECEPTIONS AND SIMILAR SOCIAL OCCASIONS

The Village Hall is an ideal venue for a wedding reception.

A major advantage is that clients can make their own catering arrangements quite separate from the venue hire.

Every event is unique, ***so we discuss requirements at the initial enquiry stage and quote an individual price and specification of what we will provide.*** However, our ***basic package costs £475 (including VAT)*** and covers:

- use of the Main Hall from 8.00am until 1.00am
- use of the Meeting Room (Coffee Shop area) from 5.30pm until 1.00am **NOTE: The Coffee Shop Area must be left in a clean and tidy condition with all tables and chairs in their original position in order to reopen at 9am the next morning)**
- up to 100 chairs
- tables to accommodate up to 100 seated guests, including five round tables; tables and chairs as required for an evening party or similar
- use of the Hall kitchen from 8.00am onwards for outside caterers
- use of the Village Hall premises license to allow sale of alcohol
- use of our built in AV facilities (including PA and digital projector); portable staging for a band or other purpose; stage and party/disco lights; and instructions on how to use these (**advance notice required for these items**)
- also available crockery and cutlery for up to 80 settings

The setting out of the Hall, tables, chairs etc and the subsequent clearing up is the responsibility of the hirer. It is important that the premises and equipment are returned to their pre-hire state before the hire period is over, and that any outside caterers understand that the kitchen and its equipment must be left clean and tidy.

If you are interested in a wedding reception please contact the Bookings and Marketing Secretary to discuss requirements and options.
bookings@threlkeldvillagehall.org

You can also look at the information on the Village Hall website at
<http://threlkeldvillagehall.org/hire-the-hall-for-weddings>

CONFERENCES, ORGANISED MEETINGS, EXHIBITIONS

The Hall is an excellent venue for medium sized meetings, conferences and training sessions. We do not have a "package" so please contact us to have a look round the premises and discuss options.

These events are charged on the same basis as any other booking, basically according to the time, rooms and equipment required. Clients are expected to set up chairs, tables etc, themselves, and clear the room afterwards on the normal basis.

For further information contact the Bookings and Marketing Secretary.
bookings@threlkeldvillagehall.org

For more information look on the website
<http://threlkeldvillagehall.org/hire-the-hall-for-conferences>

CHILDREN'S PARTIES

The Hall is ideal for children's parties - a space to spread out, a kitchen for catering, AV facilities which support music, discos, projections, films, Wii games etc. And the Coffee Shop for waiting parents.

These events are charged on the same basis as any other booking, basically according to the time, rooms and equipment required

For further information contact the Bookings and Marketing Secretary.
bookings@threlkeldvillagehall.org

DANCE, KEEP FIT, INDOOR SPORT

Threlkeld Village Hall has been recognised as an "Inspired Facility" under the Olympic legacy funding programme. It has facilities for a range of indoor sports and keep fit activities, including freely available mirrors, exercise mats, AV systems, toilets and showers, wheelchair access, high quality flooring.

These events are charged on the same basis as any other booking, basically according to the time, rooms and equipment required.

For further information contact the Bookings and Marketing Secretary.
bookings@threlkeldvillagehall.org

Further information on facilities etc is available on the website:
<http://threlkeldvillagehall.org/hire-the-hall-for-sport>

EVENTS INVOLVING SALE OF ALCOHOL

Where a booking involves **sale of alcohol**, this must conform to the special provisions set out in the Village Hall (see the Notice Board in the entrance to the Main Hall and also in the *Village Hall User Guide*).

Unless a specific arrangement is made otherwise, it will be assumed that the Village Hall Premises Licence is required, for which **there will be a charge of £10.00**. More detail is given in the *Village Hall Users Guide*.

SECURITY/DAMAGE DEPOSITS

Returnable security deposits of **at least £50 per booking** will be charged for the following categories:

- any booking involving an overnight stay
- any booking where sale of alcohol is involved
- any event where use of the oven or hot cupboard in the kitchen is planned or is likely
- children's parties
- any event where outside caterers are involved

These deposit cover against possible damage, extra cleaning, excess refuse disposal/recycling, missing property etc. caused by the Hirer in contravention of their agreement. If the deposit is insufficient to cover the actual cost then the Hirer may be charged an additional amount

Security deposits will be repaid (subject to any deductions) within 14 days of an event

For any event with a security deposit, the full charge will be invoiced in advance and this must be paid in full, plus the security deposit, by the time of the event or earlier if stipulated

NON RETURNED KEYCARD CHARGES

Clients must normally return their Keycards immediately after their use of the Hall has finished. If the card is not returned, a charge of £10.00 will be made.

PAYMENT TERMS and CANCELLATION CHARGES

Standard Payment Terms

- 50% of the Hire Charge when the booking is confirmed
- the balance to be paid two weeks before the event
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Standard Cancellation Charges

- If you cancel up to 48 hours prior to the event - 50% of the hire charge
- If you cancel within 48 hours or no show – full hire charge

The BAMS is authorised to vary these arrangements for regular users, and any such variation will be stated on the Booking Confirmation.

HOW TO BOOK

To book Threlkeld Village Hall or make an enquiry, the easiest way is by email to:

bookings@threlkeldvillagehall.org

Telephone enquiries can be made on: 0756 361 9358

Please provide your full contact details, including a name and postal address; email address; and telephone number, along with details of the Hire required. We will then get in touch with you as soon as possible.

Postal enquiries should be made to:

The Bookings and Marketing Secretary
Threlkeld Village Hall
Threlkeld
Keswick CA12 4RX.

PROVISIONAL BOOKINGS

Enquiries and provisional bookings can be made at any time and we can "pencil in" dates/times.

However, it is important to understand that provisional bookings cannot be guaranteed.

If an alternative user comes forward requesting the same date/time, you will normally be given the opportunity to 'firm up' your provisional booking, otherwise it will be offered elsewhere.

CONFIRMATION

Once the booking details are agreed, we will issue a **Booking Confirmation Form**. This sets out details of the dates and times reserved for you, all charges, key aspects of the booking agreement, any other important details and any deposit requirement.

This form will be emailed or posted to the point of contact and must be signed and returned to the BAMS, along with any deposit agreed, in advance of the booking commencing. (An email response signifying acceptance of the Booking Confirmation document, is also acceptable.)

Without this agreement we do not guarantee to honour the slot reserved; once it is booked, however, we will not let it to anyone else.

Signing the Booking Confirmation Form or emailing acceptance signifies awareness and acceptance of our terms and conditions of hire.

PAYMENTS

The payment due date will be stated on your invoice.

If the invoice is not paid by the due date the Trust reserve the right to cancel your booking and any future bookings.

Payment by BACS is preferred.

Account name: Threlkeld Village Hall
Barclays Bank, Keswick
Sort Code: 20-66-97
Account number 50876011

Please make sure you add your own invoice number as a reference.

Payments can also be made by cheque payable to "Threlkeld Village Hall".

Normally we do not accept payments by cash

Contacts for the Village Hall are:

Bookings and Marketing Secretary

Stephanie Malik

Threlkeld Village Hall, Threlkeld, Keswick, Cumbria CA12 4RX

Email: bookings@threlkeldvillagehall.org

Mobile: 0756 361 9358

Trust Secretary:

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Beckside, Threlkeld, Keswick, Cumbria CA12 4RT

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