**STRENSALL AND TOWTHORPE VILLAGE HALL**

**CHARGES WITH EFFECT FROM 1st APRIL 2023**

 **£**

Main Hall 15.00 per hour

Function Room 15.00 per hour

Hampshire Room 10.00 per hour

Kitchen (Hot or cold drinks only) 3.00 per booking

Kitchen (Hot food preparation, Parties and events) 10.00 per booking

All Rooms Enquire for details

Rooms are hired for a minimum of 1-hour sessions on an hourly basis but consideration maybe given for an additional half hour arrangement in exceptional circumstances

Access to the hall before or after your event for setting up/clearing purposes will be charged at the appropriate hourly rate and should be agreed at the time of booking. The hall will be opened and closed at the agreed time by the Caretaker. Contact the Caretaker on the number provided on the notice board to left of entrance door if you have any problems accessing the hall

A ceiling mounted projector, DVD player and Induction Loop Sound System are available in the Function Room. Also available are a Flip chart and free wi-fi (Access code is shown on notice board in foyer).

**Please advise Booking Secretary if you require to use either projection, sound system or flip chart.**

Kitchen

The refrigerator, microwave, crockery, cutlery, water heater, tea towels, washing up liquid are supplied when the kitchen is hired.

The oven and hot water for washing up is provided when hiring the kitchen for preparing and cooking food.

The following are all supplied free of charge on request

* Tables & chairs are provided to be set out and put away by the hirer in the appropriate store cupboard and stacked after the event **as shown on images posted in storerooms**.
* Amplification for speech and background music and microphone in Main Hall / Hampshire Room by portable sound system. Projection equipment and loop sound system in Function Room only, Flip Chart, Paper and Pens are also available if requested when booking room.
* Portable speaker system with wired and wireless microphone
* Party lights in Main Hall
* Pull-down screen in the Function Room and Mentor tripod screen 7ft6ins x 5ft6ins for other rooms.

A deposit of £50 is required for party bookings only which will be returned after the event if all is left clean and tidy, chairs & tables returned to storeroom and there is no damage

**At least 48 hours’ notice is required if you wish to cancel a booking otherwise charges will be raised as though the booking has taken place unless there are extenuating circumstances.**