**Burtle Village Hall Hire Charges**

The Burtle Village Hall Management Committee (BVHMC) have revised and updated the hire charges for the hall, **effective from 1st January 2021.**

Hire based on the hourly rate includes a grace period of 1 hour in which to set-up/clean up before/after a booking. Hire based on Session and Day rates do NOT include any grace period. However, additional hours may be booked at the appropriate rate to facilitate this.

Additional set up/clearance time MAY be granted at the discretion of the BVHMC if requested in advance. The BVHMC tries to maintain the hall in a clean and tidy state at all times and uses a professional Cleaning Agency twice a week. All hirers are expected to leave the hall, kitchen and toilets in a clean and tidy state.

The Hall can accommodate 100 people seated in theatre style or at tables. There is sufficient crockery and cutlery for 100 people. For stand-up events/dances the maximum capacity is 350 people.

**Main Hall** (includes Meeting Room)

Includes limited use of kitchen area, kettles, fridge, crockery and cutlery.

Excludes use of cooker, dishwasher and heated hostess trolley.

**Hourly Rates**

Monday – Thursday, 08.00 to 24:00: £12 per hour or part thereof

Friday – Sunday, 08.00 to 24:00: £18 per hour or part thereof

Full use of kitchen - includes cooker, dishwasher, kettles, heated trolley etc. £12 per hour of use

**Robin Howell Meeting Room**

The Robin Howell Meeting Room may be hired separately for small meetings (approximately 12 people). Charges are as follows:

Monday – Thursday: £6 per hour or part thereof Friday – Sunday: £9 per hour or part thereof

**Session Rates**

**Rate / session**

Monday-Thursday 08.00:13:00 £ 40.00

Monday-Thursday 13.00:18:00 £ 50.00

Monday-Thursday 18.00:24:00 £ 60.00

Friday - Sunday 08.00:13:00 £ 60.00

Friday - Sunday 13.00:18:00 £ 70.00

Friday - Sunday 18.00:24:00 £ 90.00

Kitchen 08.00:13:00 £ 30.00

Kitchen 13.00:18:00 £ 40.00

Kitchen 18.00:24:00 £ 50.00

**Day Rates**

**Rate / day**

Monday-Thursday 08.00:24:00 £ 120.00

Friday - Sunday 08.00:24:00 £ 190.00

Kitchen 08.00:24:00 £ 75.00

A Local User Discount of 20% will be applied to all booking fees where the Hirer is a resident of Burtle. Fees may also be reduced or waived at the discretion of the BVHMC for charitable events fund raising events or where the hall is compensated in other ways.

**Additional Options:** **Audio/visual**

Hire of digital projector and mobile screen, sound deck and lighting £30 per session, (£50 returnable deposit required). Please note computer not supplied.

**Use of Bar Facility**

Any hirer of the hall may request a fully staffed and stocked bar to be provided. There is a one- off payment of £30.00 to provide a bar service. All revenue from the bar will belong to the Burtle Village Hall. The Committee reserves the right to refuse to offer a bar if the event is deemed unsuitable or unlikely to cover costs. One off payment may be refunded if profit from the bar is sufficient.

Hirers may request specific wines, beers and other drinks to be ordered specially for an event. However, a minimum of 2 weeks-notice is required and any unsold stock of specific items may be charged to the hirer. No alcohol may be served or consumed at any event held in the hall that is NOT purchased from the bar.

No alcohol may be consumed on the premises by any person under the age of 18.

**Notes:**

* All Main Hall hire rates include use of kitchen facilities for tea and coffee making and washing up
* Kitchen rates apply if the dishwasher, cooker or heated trolley is to be used
* Session and day rates include use of Robin Howell meeting room
* Hourly rates include 1 hour grace at no charge for preparation/tidying up
* Session and day rates do **not** include any grace period, all preparation and tidying away must be completed within the session time
* Additional ad hoc hours may be hired to day and session rates at the applicable hourly rates subject to availability
* A non-refundable minimum deposit of 10% of the full booking fee is required when the hall is booked and an invoice presented
* Payment may be in cash, by cheque, or bank transfer
* Please note we are also able to take card and contactless payments for bookings and behind the bar
* Local resident discounts do not apply to bar or audio/visual hire

***Burtle Village Hall Management Committee – 1st January 2021***