

STOTFOLD TOWN COUNCIL

GREENACRE CENTRE, STOTFOLD – RATES OF HIRE CHARGES TO TAKE EFFECT FROM 1 APRIL 2018 TO 31 MARCH 2019

Notes for guidance when hiring:

- a) Preparation time and clearing up time is not allowed free of charge. The hall must be booked for the actual time that it is to be used, this must include preparation, clearing up and the actual function. The hall will only be opened a maximum of 10 mins before and 10 mins after the booked time for the keyholder to give instruction re fire escapes, check condition of the facility etc.
- b) Hirer's attention is also drawn to the fact that all functions must end no later than 12.00mn and the bar must be closed by 11.30pm.
- c) It should be observed that the accommodation is NOT LICENSED for the sale of alcohol. Hirers must make appropriate arrangements with a Licensee who will have to obtain from the Licensing Justices an Occasional License.
- d) The full conditions for the letting of the hall are issued to hirers at the time of booking and hirers are required to obey them.
 - Deposit on booking 25%
 - Contract bookings reduction 10%
- e) Parties, weddings and dances will require a post-dated damages deposit cheque, for the sum of £100 against possible damage (to cover our insurance excess). This cheque can be collected from the Town Council office the first working day following your hire, subject to no damages being incurred. We are also able to take a card pre-authorisation provided there is a minimum of £100 available – this will not be taken unless damages are incurred.

An invoice will be sent out in the month prior to the event taking place. The balance of the hire charge must be paid 14 days prior to the event, except in the case of contract bookings which are invoiced on a monthly basis, by the Clerk.

****ALL FEES ARE DOUBLED FOR NON-PARISHIONERS****

CHARGES

SATURDAY/SUNDAY	PER HOUR
Main Oak Hall (incl. kitchen)	30.00
Maple Room (£25 for 3 hours)	10.00
Council Chamber (£25 for 3hrs)	10.00
Weekend rate for hire of Main Hall plus kitchen 8.30am-12.00 midnight - £400.	
WEEKDAYS	PER HOUR
Main Oak Hall (incl. kitchen)	24.00
Maple Room (£25 for 3hrs)	10.00
Council Chamber (meeting room) (£25 for 3hrs)	10.00

For further information and enquiries please contact:

Town Clerk, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG between 10.00am and 4.00pm Monday - Friday or telephone 01462 730064 (answer machine operates outside of office hours) email enquiries@stotfoldtowncouncil.gov.uk