

# STOTFOLD TOWN COUNCIL

## GREENACRE CENTRE, STOTFOLD – RATES OF HIRE CHARGES TO TAKE EFFECT FROM 1 APRIL 2021 TO 31 MARCH 2022

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 bookings must end no later than 12.00midnight. Note that all parties are restricted to finish at 9.00pm.
- 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 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 preauthorisation 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.

- Although a 'special rate' has been identified for Saturday hires of the Greenacre Centre, our current policy is not to permit parties that finish later than 9pm. Also, we now permit regular hirers weekend mornings only, therefore it may not always be possible to hire the Oak Hall for 'special rate' hours.
- A £100 fee will be applied to all parties in the Greenacre Centre involving food and alcohol, to be paid prior to the hire. This will be to cover any additional cleaning of the facilities.
- A £100 charge will be levied if the fire-door tags are broken during a hire, without prior permission from the office

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

### CHARGES

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

Jeanette Everitt, 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