

STOTFOLD TOWN COUNCIL

GREENACRE CENTRE, STOTFOLD – RATES OF HIRE CHARGES TO TAKE EFFECT FROM 1 APRIL 2023 TO 31 MARCH 2024

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) 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.
- c) 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%

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

	PER HOUR	ADDITIONAL HOURS
Council Chamber 1 st hour	£20.00	£15.00

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 Wednesday – Friday or telephone 01462 730064 (answer machine operates outside of office hours) email enquiries@stotfoldtowncouncil.gov.uk