

New Hire prices - effective for bookings confirmed from 20 May 2019

Hourly rates:

Sunday to Friday, from 08:00 to 23:00 unless otherwise agreed

Main Hall, Bar, Kitchen, Committee Room: £25.00 per hour

Main Hall only: £20.00 per hour

Committee Room only: £10.00 per hour

A minimum two-hour hire applies in most circumstances.

Daily rate:

Monday to Sunday (24-hour period beginning at 09:00)

Main Hall, Bar, Kitchen and Committee Room: £250.00 per 24-hour period

Hire of crockery, cutlery and glasses:

Please note that we are no longer able to provide crockery, cutlery and glasses as part of a hire.

Hirers must make their own arrangements for the provision of such items.

Bond:

A Bond is payable against damage or other failure to observe the Terms and Conditions of Hire. The Bond will be returned to a Hirer unless the Hirer causes damage or otherwise breaches the Terms and Conditions of Hire.

Basic Bond (applicable to all hires, except Village Organisations): £100.00

24-hour hire: +£150.00

Function with a band or other loud music: +£200.00

Marquee: +£100.00

Barbecue: +£75.00

Inflatable: +£50.00

Discounts on Hourly and Daily rates:

Discounts on the hourly and daily hire charges set out above are available to the following hirers (evidence of eligibility will be required):

- Residents of Pavenham Parish: 50% discount
- Designated Village Organisations: 70% discount
- Start-up and Micro-businesses based in Pavenham: 60% discount
- New Village Organisations (in their first year of activity): 80% discount

Booking process:

To make a booking, please email the Booking Secretary (bookings@pavenhamvillage.co.uk) stating:

- Your name,
- (if applicable) The name of the organisation for which you are making the booking,
- The proposed date and time period of hire,
- The space that you would like to hire,
- The purpose of the hire,
- The anticipated number of attendees, and

- Provide your address and a mobile phone number. *If you are not a Pavenham resident, please also supply a copy of your driver's licence and, if the address is incorrect, a copy of your Council Tax bill.*
- If the booking is for an organisation, details of its website and any official registration details (e.g. Charity number, Company Registration number).

We will endeavour to confirm availability and price within 48 hours of receipt. Once your interest is confirmed, we will send a Hire Agreement to you for completion. The Hire Agreement contains details of the Association's bank account, and the amount of the Deposit and Bond. Once the Deposit has been paid and the booking agreement signed and returned to us, your booking will be confirmed. *Please note that the Deposit is non-refundable.*

The balance of the Hire Fee and the entirety of the Bond must be paid at least 14 days before the start of the Hire Period.

Notes:

1. Saturday hires are for the 24-hour period, at the Daily Rate.
2. If you wish to have additional time to set-up or get-out, please enquire at the time of booking as this is strictly subject to availability. For example, if set-up time was required on the Friday evening before a Saturday event, this would be charged on an hourly basis at the hourly rate, and the premises must be vacated by 23:00. So, set-up time from 19:00 to 23:00 would be an additional four hours, i.e. £100.00.
3. In all circumstances, the premises must be vacated between 02:00 and 07:00. Access cannot be permitted during these hours.
4. Please enquire if you would like to include the use of any outdoor space, other than the car park, in your hire. The use of the space will be at an additional cost and subject to special conditions.
5. Please enquire if you would like to have a barbecue, inflatable, fireworks, or wish to hold a gala or fair, as these must be co-ordinated with the use of the sports facilities. Special conditions and additional charges will apply in all cases.