

SHIPLAKE MEMORIAL HALL - SCHEDULE OF CHARGES

FROM 1ST FEBRUARY 2012

	Specified Local Users (Note 2)	Local Users (Note 1)	Other Non Commercial	Commercial Users
General Usage	<u>£/hour</u>	<u>£/hour</u>	<u>£/hour</u>	<u>£/hour</u>
Friday, Saturday & Sunday	£13.50	£14.50	£17.00	£33.00
Monday to Thursday (inclusive)	£9.50	£12.50	£14.00	£24.50
Committee Meetings	£7.00	£7.00	£7.00	
Daily Rate				
Weekday	£110.00	£120.00	£140.00	£170.00
Weekend	£110.00	£125.00	£145.00	£260.00
Hire of Crockery & Cutlery (including washing up)		Standard £1.00 per cover De-Luxe £1.50 per cover		
Use of Skip for Rubbish Disposal		£12.00 per event per day		

NOTES

1. 'Local Users' include Residents of Parishes of Shiplake, Harpsden and Binfield Heath, and Registered Charities.
2. 'Specified Local Users' are:

Shiplake Women's Institute	Shiplake Branch, Royal British Legion	Shiplake Bowling Club
Shiplake Parish Council	Shiplake Parochial Church Council	Shiplake Cricket Club
Shiplake School Managers	Binfield Heath Playground Committee	Shiplake Tennis Club
Shiplake School P.T.F.A.	Shiplake Village Nursery	Shiplake Cubs / Scouts
SHADDO	Shiplake Football Club	
3. Set up and clear down time must be included in the booked time. Hirers may not use the Hall outside the booked period.
4. All bookings are provisional only, until the relevant booking form has been returned completed and 25 % of the Hiring Fee has been paid together with a deposit of £50.00. The Deposit is refundable in the event of no damage being caused and the Hall left clean and tidy after use.
5. Bookings of the Hall for people under 21 and for all Discos the Deposit is £200.00 of which £50.00 is payable on confirmation of the booking and £150.00 at least 14 days before the event. No bookings of the Hall are permitted for Teenage Discos, except with the Special Permission of the Management Committee.
6. Cancellation of a booking within 8 days of the Hiring date will incur a further charge of 25% (making 50% in total).
7. After midnight an additional charge of £5.50 per hour will be made to all users in addition to the above rates.
8. Daily Rate covers from 8.00am to 10.00pm.
9. The Hall Management Committee is not responsible for setting out and clearing away the Hall for users. If this facility is required then special arrangements have to be made with, and any cost incurred are to be paid direct to, the Caretaker.

For Bookings and Enquiries, please telephone the Caretaker on (0118) 940 3303