



Rotherfield Village Hall

North Street, Rotherfield, East Sussex TN6 3LX

REGISTERED CHARITY No. 268271

HIRE CHARGES FOR THE VILLAGE HALL AS FROM 1ST MAY 2008

	RESIDENTS OF PARISH & PARISH ORGANISATIONS	OTHER INDIVIDUALS & ORGANISATIONS
WHOLE BUILDING		
Any day	£172 per day	£340 per day
MAIN HALL & KITCHENS (excl. Parish Council & Green Room)		
Monday-Friday & Sunday		
Morning & Afternoon	£6.00 per hour	£12.00 per hour
Evening (6pm) - midnight	£7.30 per hour	£14.60 per hour
Saturday – 8.30am - 12.30pm	£35	£70.00
1.00pm - 5.00pm	£35	£ 70.00
6.00pm - midnight	£110.00	£220.00
PARISH COUNCIL ROOM		
Any day	£4.60. per hour	£9.20 per hour
GREEN ROOM		
Any day	£2.90 per hour	£5.80 per hour
HIRING FOR COMMERCIAL USE	£27.00 per hour	£40.00 per hour

Payments may be made when booking. All Hire Charges and Deposits will be invoiced in advance and payment is due at least 14 days before the event.

Please make cheques payable to “**ROTHERFIELD VILLAGE HALL**” and send to the Booking Secretary: Mrs V Russell, 28 Williams Way, Crowborough, East Sussex, TN6 2UW
Telephone: 01892 662223

Hire charges are reviewed annually in the Spring with any changes becoming effective 1st May of that year.

When there is Music and/or Dancing and when alcohol is on the premises, a **deposit of £100, which will be banked**, must be RECEIVED by the Booking Secretary at least 14 DAYS PRIOR TO THE EVENT. A further deposit of £50 will be charged if the PA system is used. Deposits will be refunded subject to there being no damage to The Hall or contents during the letting and no extra payment being due.

In order to sell alcohol in the Hall a Temporary Event Notice (TEN) must be given to the Licensing Authority (Wealden District Council). There is a limit on the number of TENs which can be granted annually for any premises therefore **the Hirer shall obtain the written consent of the Management Committee** on the form provided for this purpose before giving the Licensing Authority a Temporary Event Notice. Failure to do so will result in cancellation of the hiring without compensation. Forms to request consent can be obtained from the Booking Secretary.

Keys can be obtained from **Mrs. Jean Baker, 25 Court Meadow, Rotherfield** Tel: 01892 852997.

ALL PREPARATION AND CLEARING-UP TIME MUST BE INCLUDED IN THE TIMES BOOKED
NO HIRERS OF THE HALL MAY WORK OR START PREPARATIONS BEFORE THE TIME THEY HAVE BOOKED.

ONE HOUR, FREE OF CHARGE, IS PERMITTED ON SUNDAY MORNINGS ONLY, FOR CLEARING UP THE HALL. HIRERS MUST VACATE BY 10AM. IF THE HALL IS BOOKED ON SUNDAY MORNING, CLEARING UP TIME WILL NOT BE ALLOWED.- PLEASE CHECK BEFORE YOUR EVENT TAKES PLACE.