



SHEET VILLAGE HALL AND THE AVENUE PAVILION

Approved at Budget Working Party 2010

For the year April 2011 - March 2012
(All prices are subject to VAT at the current rate)

Charge per hour £	Week day			Weekend	
	8am - 6pm	6pm - 11pm	All day 8am - 11pm	8am - 11pm	All day 8am - 11pm
Sheet Village Hall *	7.01	11.31	101.06	13.13	162.65
Upper Meeting Room <small>(Sheet Village Hall)</small>	3.48	5.07	-	6.73	-
Meeting Room <small>(Sheet Village Hall)</small>	3.48	5.07	-	6.73	-
Avenue Pavilion *	7.01	11.31	101.06	13.13	162.65

* Returnable Deposit required (subject to deduction for any additional cleaning etc, that may be necessary)

Sheet Village Hall Deposit £ 150 **NO VAT**
Avenue Pavilion Deposit £ 150 **NO VAT**

NB: 10% of Invoice total will be charged for one-off events (eg Birthday party) to be covered by the Town Councils Hirers Public Liability Insurance

On evening bookings up to half an hour is allowed for clearing the Halls (until 11.30pm)
Prices include the use of piano, available at the Sheet Village Hall only.

Cancellation charges

- if notified 8 weeks in advance	- no charge
- if notified less than 8 weeks in advance	- 50% of hire cost (excluding deposit)
- if notified less than 7 days	- 100% of hire cost (excluding deposit)



Commercial

April 2011 – March 2012

All prices are per hour unless otherwise stated and subject to VAT at the current rate.
There is a minimum charge of 2 hours.

	Monday - Thursday			Friday and Saturday			Sunday /Bank Holidays	
	8am-5pm	5pm-12pm	All Day 8am-11pm	8am-5pm	5pm-12pm	All Day 8am-11pm	All Day 10am-6pm	After 6pm
Festival Hall	35.00	45.00	438.75	40.00	50.00	495.00	360.00	55.00
Rose Room	25.00	35.00	326.25	30.00	40.00	382.50	280.00	45.00

Returnable deposit required (subject to deduction for additional cleaning etc)

Festival Hall Deposit £250 **NO VAT**

Rose Room Deposit £250 **NO VAT**

A portable wooden dance floor is available to hire for use in the rose room at £100.00 per hire

Charges for the Festival Hall include use of the Foyer, upright piano, Green room (only if it is used as a dressing room store room or rest room and not used by the public) plus use of the kitchen if the event requires catering. The Rose Room has priority over kitchen facilities when both Festival Hall and Rose Room are booked at the same time.

Crockery and cutlery is also available to hire. A Price list is available on request.

Hirers of the Festival Hall for Theatrical Performances/Concerts are able to hire the Rose Room for refreshments at a standard charge of two hours.

	Monday - Sunday	
	Hourly Rate	All Day Rate
Meeting Room	10.00	112.50
Green Room	16.00	180.00
Council Chamber	18.00	202.50

Cancellation Charges; 8 weeks in advance
Less than 8 weeks in advance
Less than 7 Days

No Charge
50% of hire cost (excluding the deposit)
100% of hire cost (excluding the deposit)

Public liability insurance. All other Hirers will need to provide a copy of their insurance certificate (minimum of 5 million).



Non Commercial

April 2011 – March 2012

All prices are per hour unless otherwise stated and subject to VAT at the current rate.
There is a minimum charge of 2 hours.

	Monday - Thursday			Friday and Saturday			Sunday /Bank Holidays	
	8am-5pm	5pm-12pm	All Day 8am-11pm	8am-5pm	5pm-12pm	All Day 8am-11pm	All Day 10am-6pm	After 6pm
Festival Hall	25.00	35.00	282.75	30.00	40.00	331.50	280.00	45.00
Rose Room	15.00	25.00	182.25	20.00	30.00	234.00	200.00	35.00

Returnable deposit required (subject to deduction for additional cleaning etc)

Festival Hall Deposit £250 **NO VAT**

Rose Room Deposit £250 **NO VAT**

A portable wooden dance floor is available to hire for use in the Rose Room at £70.00 per hire
Charges for the Festival Hall include use of the Foyer, upright piano, Green room (only if it is used as a dressing room store room or rest room and not used by the public) plus use of the kitchen if the event requires catering. The Rose Room has priority over kitchen facilities when both Festival Hall and Rose Room are booked at the same time.
Crocery and cutlery is also available to hire. A Price list is available on request.

Hirers of the Festival Hall for Theatrical Performances/Concerts are able to hire the Rose Room for refreshments at a standard charge of two hours.

	Monday - Sunday	
	Hourly Rate	All Day Rate
Meeting Room	6.00	63.00
Green Room	8.00	84.00
Council Chamber	11.00	115.00

Discount Available for all Rooms: 35% off of total sum for bookings of 6 full days or more including Sundays.

Cancellation Charges:	8 weeks in advance	No Charge
	Less than 8 weeks in advance	50% of hire cost (excluding the deposit)
	Less than 7 Days	100% of hire cost (excluding the deposit)

Public liability insurance. For one off events (e.g. Birthday party's) 10% of the invoice total will be charged to provide cover by the Town Councils Insurance.
All other Hirers will need to provide a copy of their insurance certificate (minimum of 5 million).

PETERSFIELD TOWN COUNCIL

CUTLERY CHARGES
Charges are subject to VAT

Approved at Budget Working Party 2009
For the year April 2011 - March 2012

Name and address for invoice:		Invoice No: <input type="text"/>	
Post Code:	Tel: <input type="text"/>		
Item description (with number available)	Number required	Prices per item	
		Daily	Weekly*
Teacup, saucer and teaspoon (200)		12	-
Tea plate 7" (100)		7p	5p
Dinner plate 10" (100)		7p	5p
Oval dish 12" (30)		7p	5p
Soup / dessert bowl (100)		7p	5p
Tea / Coffee pot (25)		7p	5p
Salt & Pepper pot unfilled (10)		7p	5p
Jug 10oz (10)		7p	5p
Sugar bowl (10)		7p	5p
Oval serving dish 13" (30)		7p	5p
Tablespoon (30)		7p	5p
Soup spoon (100)		7p	5p
Table knife (100)		7p	5p
Table fork (100)		7p	5p
Dessert knife (100)		7p	5p
Dessert fork (100)		7p	5p
Dessert spoon (10)		7p	5p
Glass Tumbler 8oz (100)		7p	5p
Wine glass 6.7oz (100)		7p	5p
Glass jug 1.3lt. (10)		7p	5p

* Weekly refers to Hall Booking of 6 days or more, excluding Sundays

Please Note - Hirers must return all crockery etc, clean, dry and suitable for use by the following booking. Petersfield Town Council reserve the right to levy charges. Cleaning materials must be supplied by the Hirer.

Date of Hire Full Name

I agree to pay for all breakages that may occur during my period of hire.

Signed Date

PETERSFIELD TOWN COUNCIL

GROUND CHARGES

Charges are subject to VAT

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Prices for the year April 2011 - March 2012

Venue	Use	Charge £	Comments
			<u>NO VAT ON RETURNABLE DEPOSITS</u>
The Heath	Licence for private boats p.a	36.40	
	Licence for private boats daily	4.14	
Allotments	Tilmore & Sheet per rod	£3.76	NO VAT TO CHARGE
Bell Hill Recreation Ground	Fair or Circus	per day £190.72	plus £ 650.00 returnable deposit
Penns Farm Playing Fields	Use of Soccer pitch casual use	£38.97	Season Sept-April inclusive (8 months)
	Junior team seasonal use	£401.64	
	Senior team seasonal use	£803.11	
Avenue Playing Fields including use of changing room	Morning 8 am - 1 pm	£24.23	
	Afternoon 1 pm - 6 pm	£24.23	
	All Day 8 am - 6 pm	£40.11	
Avenue Petanque Terrain	Morning 8 am - 1 pm	£7.79	
	Afternoon 1 pm - 6 pm	£7.79	
	All Day 8 am - 6 pm	£15.66	
Love Lane Playing Fields	Use of Soccer pitch casual use	£38.97	

NB - Changing facilities are no longer available at Taro Centre, Penns Farm G2109 & F2123 refers

Charges for one-off events

Penns Farm	Non-Commercial £205.65 Per day	Commercial £411.33 per day
Love Lane	Non-Commercial £137.10 Per day	Commercial £274.21 per day
Bell Hill	Non-Commercial £137.10 Per day	Commercial £274.21 per day
Sheet Rec.	Non-Commercial £137.10 Per day	Commercial £274.21 per day

Ballooning

Penns Farm	Private - One-off events - No commercial or clubs	£32.93
	Commercial or clubs - £548.81 per annum	

PETERSFIELD TOWN COUNCIL

ALLOTMENTS

£4.14 per rod

PRICES ARE NOT SUBJECT TO VAT

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For the year April 2011 - March 2012

No of Rods	£ per year	£ per month
2.5	10.35	0.86
3.5	14.49	1.21
4	16.56	1.38
4.5	18.63	1.55
5	20.70	1.73
5.5	22.77	1.90
6	24.84	2.07
6.5	26.91	2.24
7	28.98	2.42
7.5	31.05	2.59
8	33.12	2.76
8.5	35.19	2.93
9	37.26	3.11
9.5	39.33	3.28
10	41.40	3.45
10.5	43.47	3.62
11.5	47.61	3.97
12	49.68	4.14
13	53.82	4.49
13.5	55.89	4.66
14	57.96	4.83

£60 deposit payable on first invoice.