



PETERSFIELD TOWN COUNCIL

VENUE HIRE PRICE LIST

1st April 2020 - 31st MARCH 2021

Charges include VAT unless otherwise stated

| <u>Venue/Detail</u> | <u>Use</u> | <u>Charge</u> (Inc VAT) | <u>Notes</u> <u>NO VAT ON RETURNABLE DEPOSITS</u> |
|--|---|----------------------------|--|
| Avenue Pavilion | Monday - Friday | | |
| | 8am - 6pm | £10.99 | per hour rate |
| | 6pm - 11pm | £17.72 | per hour rate |
| | 8am - 11pm | £158.38 | all day rate |
| | Saturday, Sunday & Bank Holiday | | |
| | Weekend Pavilion & Kitchen | £20.57 | per hour rate |
| | Weekend Pavilion & Kitchen | £254.87 | all day rate |
| Damage/cleaning Deposit | All Hires | £150.00 | returnable deposit (no VAT applies) |
| Damage/cleaning Deposit | Children's Parties (Under 13 years) only | £75.00 | returnable deposit (no VAT applies) |
| Additional cleaning charge (Contract cleaning company) | Charged between Christmas & New Year (or if the hall been left in an unsatisfactory condition) | £20.00 | per hour |
| TOWN HALL - Council Chamber | Monday - Sunday including Bank Holidays | | |
| | Commercial | | |
| Council Chamber | 7am - 12pm | £138.00 | per session |
| | 12pm - 5pm | £138.00 | per session |
| | 5pm - 12am | £192.30 | per session |
| | All Day - 7am - 12am | £310.80 | per day |
| | Unsocial hours charge - 12am - 7am | £72.00 | per hour |
| Council Chamber | Non-commercial | | |
| | 7am - 12pm | £73.20 | per session |
| | 12pm - 5pm | £85.20 | per session |
| | 5pm - 12am | £146.40 | per session |
| | All Day - 7am - 12am | £183.60 | per day |
| | Unsocial hours charge - 12am - 7am | £72.00 | per hour |
| Booking Deposit - Non refundable | 10% of total hire charge | 10% | hire charge -Non refundable |
| Damage/cleaning Deposit | Not charged for the Council Chamber | No Charge | |
| Additional cleaning charge | Charged if the room is left in an unsatisfactory condition based on the time taken to clean. | £20.00 additional £5.00 | For the first hour per 30 minute charge thereafter |

Please note: Groups/Organisations who regularly use the opens spaces should contact Petersfield Town Council.

Terms for Booking a Hall or Room

- All bookings made between Christmas and New Year's Day inclusive will attract an additional charge for cleaning the premises as levied by an outside contractor.
 - Returnable Deposit required (subject to deduction for any additional cleaning etc, that may be necessary)
 - 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)
 - Any changes after the booking form has been submitted, will require a new booking form to be completed
- Above list is non exhaustive please refer to the full hire Terms & Conditions.

Please Note:

Cancellation charges

depending on venue hired

please check full terms and conditions - if notified less than 7 days

- if notified 8 weeks in advance
- if notified less than 8 weeks in advance

- no charge or non refundable booking deposit
- 50% of hire cost (excluding damage/cleaning deposit)
- 100% of hire cost (excluding damage/cleaning deposit)