



## 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
	<u>Saturday, Sunday &amp; Bank Holiday</u>		
	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
<b>TOWN HALL - Council Chamber</b>	<u>Monday - Sunday including Bank Holidays</u>		
	<b>Commercial</b>		
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	<b>Non-commercial</b>		
	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**

- If notified 8 weeks In advance
- no charge or non refundable booking deposit
- If notified less than 8 weeks In advance
- 50% of hire cost (excluding damage/cleaning deposit)
- please check full terms and conditions - If notified less than 7 days
- 100% of hire cost (excluding damage/cleaning deposit)