

Snape Village Hall Hire Charges

These prices are inclusive of electricity costs.

<u>Group A</u>			<u>Refundable Damage deposit</u>
Regular groups offering leisure, educational, community or sport activities	Groups of under 30 people	£7.00 per hour	No deposit
	Groups of over 30 people	£9.00 per hour	No deposit
Local fundraising events		£7.00 per hour	No deposit
<u>Group B</u>	Children's day parties,	£40 per 4hr	£40
	Young people and Adults Parties	£50 per 4hr day time £60 evening	£50 £60
<u>Group C</u>	Weddings – paid 7days in advance	£200 per day	£60
<u>Group D</u>	Commercial lettings or business meetings e.g. craft fairs	£10 per hr	£60
<u>Group E</u>	Funeral wakes	£50 per 4hr session	£50
<u>Group F</u>	Elections	£200 per day	

We recognise that costs are important for small groups so half-hour intervals will be charged pro rata (e.g. one and a half hours for regular local groups would be £10.50)

The Committee room upstairs is charged at £4.00 per hour for local groups and £5 for Business use. Maximum number of people is 20 and any use of the kitchen is to be agreed in advance with the Bookings Secretary. **Unfortunately the upstairs room does not have wheelchair access.**

REQUIREMENTS FOR PUBLIC ENTERTAINMENT LICENCE

Capacity:	Seated at tables	110 with stage	120 without stage
	Dancing and tables	136 with stage	160 without stage
	Dancing only	220 with stage	240 without stage
	Closely seated	136 with stage	160 without stage

Attendants: 2 adults up to 100 people and 3 adults for 100 – 240 people

All events are to finish by 11.45 pm (10.30 pm on Sundays)

SNAPE VILLAGE HALL IS NO SMOKING THROUGHOUT. Cigarette bins are at the front of the hall. THE USE OF SMOKE MACHINES AT DISCO'S IS NOT ALLOWED AS IT SETS OFF THE FIRE ALARM.

Groups of Young People under 18 years must be supervised by a parent or guardian.

Snape Village Hall Management Committee contacts:

Booking Secretary: Janet Bunn, 3 Blyth Houses, Church Road, Snape, IP17 1SY 01728 688599

Chair: Caroline Beach, 5 Squirrel Cottages, Cundle Green Lane, Snape IP17 1RE 01728 689136

Treasurer: Liz Jarrett, 10 Pryor Close, Snape. IP17 1RA 01728 689104

Please Read before you use the hall

• CONDITIONS OF USE FOR HIRERS

- Before you leave the hall please make sure you have swept or hoovered the floor and wiped the kitchen worktops.
- The bins are clearly marked for recycling, food waste, non-recycling and dirty tea towels for washing.
- Please take any glass bottles home with you as unfortunately we do not have glass recycling at the hall.
- Please leave the hall as you would like to find it, clean and tidy!
- On leaving the hall please ensure the heating and all electric sockets are switched off.
- Please switch off all lights.
- No persons are permitted to sleep at the village hall unless supervised by the emergency planning team.

HELPFUL INFORMATION

- The Kitchen is directly opposite the front door of the village hall.
- Toilets are to the right of the kitchen.
- To the left of the kitchen is the electric cupboard which also stores brooms etc. The Hoover is at the bottom of the stairs.
- The electric switches are clearly marked and you will need to switch the kitchen socket switch on in order to use the water boiler and fridge etc.
- The instructions for the water boiler are by the machine in the kitchen.
- The instructions for the heating are clearly marked in the cupboard. It is important that you do not turn off individual heaters but instead turn the thermostat down or alternatively turn the heating off completely using the instructions in the cupboard.
- The thermostat is situated half way down the hall on the left.

Snape village hall is run by a team of volunteers who work hard to fundraise in order to provide the best facilities we can at the hall for all those who use it. This includes paying for the redecoration, curtains, tables, chairs, cutlery, crockery, new heaters, flooring, exterior signage etc. and all repairs.

Your support to keep the hall in good order is much appreciated.
Thank you.