

# Bovingdon Parish Council

Parish Council Office

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## MEMORIAL HALL CHARGES from 1<sup>st</sup> APRIL 2023

EVENTS	ROOM	MON – FRI £ per hour	SAT – SUN Up to 12 noon £ per hour	SAT – SUN 12 noon to 6 p.m. £ per hour	SAT – SUN 6 p.m. to midnight £ per hour
Registered charities and “not for profit” groups	Clubroom	£ 9.40	£ 9.40	£ 11.60	£ 13.80
	Main Hall	£ 15.00	£ 15.00	£ 20.80	£ 30.00
	All Areas	£ 19.40	£ 19.40	£ 28.20	£ 36.40
Community User and Individuals	Clubroom	£ 10.40	£ 10.40	£ 12.60	£ 14.80
	Main Hall	£ 16.20	£ 16.20	£ 21.00	£ 31.00
	All Areas	£ 21.60	£ 21.60	£ 30.40	£ 38.40
Commercial User and Public Authorities	Clubroom	£ 12.60	£ 12.60	£ 14.00	£ 16.20
	Main Hall	£ 17.40	£ 17.40	£ 23.00	£ 32.40
	All Areas	£ 23.00	£ 23.00	£ 31.60	£ 40.80

Bookings will be charged according to the number of hours booked, rounded up to the nearest quarter hour and can start on the hour and every quarter hour thereafter.

Bookable areas: Clubroom - maximum 30 persons  
Main Hall Main Hall, kitchen and garden - maximum 130 persons  
All Main Hall, kitchen, garden and Clubroom - maximum 160 persons

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**DEPOSITS & FEES:** Bookings are confirmed on receipt of a completed 'booking form' and deposit. The deposit **MUST** be paid within 14 days of the booking form receipt - £250 where alcohol is available, £100 on all other occasions. The hire fee payment **MUST** be made during office hours 14 days before the booking. **Any hire fees or deposit MUST be in cash if within 14 days of the booking.**

DEPOSIT PENALTIES - Where a full deposit is not refunded

ADMIN CHARGE	£ 15 minimum	Section 2.12
CLEANING	£ 20 minimum	Section 9.1
DAMAGE	£ 20 minimum	Section 9.1
LAYOUT / FURNITURE	£ 20 minimum	Section 9.1
RUBBISH	£ 40 minimum	Section 9.1