

St John's Village Memorial Hall

Charging Policy

St John's Village Memorial Hall Association is an independent registered charity and our charges are set to meet all our costs and ensure the St John's Village Memorial Hall is sustainable.

Our prices will be reviewed annually on 1st March each year with any rise effective from 1st April. Hire prices may be reviewed sooner if hall running costs escalate substantially.

To view the current scale of charges please refer to the hall pricing page of our website www.stjohnsmemorialhall.co.uk

There are 3 charging levels:

1. **Charity/Voluntary Rates** – These rates are available to charities and not for profit 'benefit to the community' organisations or events. Eligibility of hirers is discretionary and to be decided by the Committee on an individual basis
2. **Individual/ Personal Rates** – These rates are available for private functions and personal hire. This rate also applies to local authorities
3. **Business/Corporate Rates** – These rates are available for all profit making/corporate groups and events. Regular business users who hire the hall for a minimum of 12 or more bookings in one year are eligible for a 10% discount.

Additional charges

1. Regular Hirers (hirers who hire the hall for a minimum of 12 or more bookings in one year) will be invoiced monthly in arrears. Payment must be received within 28 day from the date of the invoice. 2% of the monthly rental fee will be additionally levied for any invoices not paid within 28 days of presentation for payment. The 2% additional levy will be compounded by 2%, plus any month outstanding, to the total fee outstanding each and every month that the fee remains unpaid. The Management Committee reserves the right to cancel the hire if payments are not received by the specified time.
2. Use of Kitchens- The hall has 2 kitchens, a main kitchen which services Maple and Lye halls, and a kitchenette which services the Oak hall. A charge is made for use of either of the kitchens in addition to the hall hire charge (please see our website prices for details). Access to cold water is permissible without kitchen charge but any use of the kitchen in addition to this is subject to charge.
3. Celebration Parties – minimum hire time for a party is 3 hours. The kitchen must be hired for the full duration of the hire.
4. Storage – limited storage is available in the hall for regular users by request to the Management Committee. A yearly charge is levied to all profit-making groups.
5. Temporary Event Notice (TENS) – if the Managing Committee give permission for alcohol to be sold at an event, then a TENS will be applied for. The charge made for this licence is £21.00
6. The Association will accept gaps of 1 hour or more between multiple bookings made on the same day by the same hirer, anything less than 1 hour is deemed a consecutive booking and charged as such.

Company No 07313464

Charity No 1139761

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7. Cleaning – we expect each hirer to leave all areas of the hall clean and tidy after each use. The Association reserves the right to make any additional charges for work needed in the event of failure to leave the premises in a clean condition. (If you wish for professional cleaners to be organised following your event please contact the Bookings Officer for availability and pricing).
8. The Committee reserves the right to ask for an additional damage deposit for certain functions and to refuse use of the Hall at their discretion. This additional damage deposit will be returned to the hirer within 14 days of the end of the hire, provided no costs have been incurred as a consequence of the hire and there has been no damage or breakages during the event and the Management Committee have not received any complaints regarding noise or disturbance from neighbouring properties.
9. Any costs incurred by the Association due to overrun of hire time beyond the agreed finish time will be chargeable to the hirer. The Association reserves the right to make any additional charges for any overrun of hire.
10. All celebration parties are expected to take their rubbish to be disposed of by the hirer. If any rubbish is left on or near to the premises, or on St John's Lye and the Association is forced to dispose of the rubbish, the Association reserves the right to make an additional charge for this.
11. An additional charge will be made for any scheduled closing of the hall after 7pm on Friday, Saturday, Sunday or New Year's Eve as follows:- £5 for each hour or part hour after 7pm. e.g. finishing 8pm incurs £5, finishing 9pm incurs £10, finishing 10pm incurs £15.00, finishing 11pm incurs £20.00 (concessionary/ charity hire exempt from this charge)

Cancellation Charges for all hirers

All cancellations must be received in writing or by email.

In the case of a cancellation, a percentage of the total hire charge will normally be applied;

- For all casual hirers a 30% non-refundable deposit is payable on returning the Hire Agreement. In any event of cancellation this will not be refunded. The balance of the hire fee is to be paid two weeks before the commencement of the hire. If the balance of the hire fee is not paid by this time the Management Committee reserves the right to cancel the hire.
- 50% if the cancellation is not more than 14 days before the commencement of the hire,
- The full hire charge will be applied if the cancellation is not more than 7 days before the commencement of the hire

Any requests to transfer bookings to an alternative date or time, will only be accepted at the discretion of the Management committee.

Any amendment to a booking received less than 14 day before the commencement of the hire, will only be accepted at the discretion of the Management committee.

The hirer is free to write to the Management Committee if they feel there are extenuating circumstances regarding the cancellation. This will be discussed at the next Committee meeting and the Management Committee will make a final decision.

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