

# TREFRIW VILLAGE HALL - SCHEDULE OF CHARGES

	Trefriw Village Hall Hire Charges – from 11 <sup>th</sup> June 2024
Ward residents / groups	£20 for up to a 3-hour session - additional hours will be charged at £5 per hour (subject to availability)
Other individuals / groups	£20 per hour (minimum duration 2 hours)
Party Bookings – ward residents	Standing charge of £35 with an additional fee of £5 per hour depending on the length of the booking. Clerk to confirm overall costs directly with the hirer at the time of booking
Party Bookings – non-residents	Standing charge of £50 with an additional fee of £5 per hour depending on the length of the booking. Clerk to confirm overall costs directly with the hirer at the time of booking
Business / corporate*	£25 per hour (minimum duration 2 hours for non-ward residents)
Small Meeting Room Only	£15 for up to a 2-hour session. Heating only via an electric fan heater in the meeting room
Deposit required	A 50% deposit maybe requested - if applicable, this will be advised once the booking has been agreed by the Clerk
Additional costs	All electricity charged in addition to the hire fee, in line with the supplier's charges

\*Any event that allows an individual, a group or a business to deliver a service and/or sell merchandise for profit is classed as a corporate booking

**For all bookings, preheating of the main Hall space is available but with all charges payable by the hirer, at the relevant electricity unit costs**

The normal session pattern is given below, however, subject to availability, the Community Council will be as flexible as possible:

MORNING	3-hour session - usually 9:00 am until 12:00 noon
AFTERNOON	3-hour session - usually 2:00 pm until 5:00 pm
EVENING	3-hour session - usually 7:00 pm until 10:00 pm Evening sessions must finish no later than 10:30 pm with any music being played as part of the booking ceasing no later than 10:00 pm

If you wish to hire the hall for a charity fundraising event, please contact our Clerk to discuss applicable hire rates.

### **Additional Penalties:**

Following recent issues that have occurred, the Community Council agreed on 12<sup>th</sup> April 2022 that the following penalties would be imposed and included within the final invoice to hirers, if applicable:

(1) a £30 penalty for failing to leave the premises within fifteen minutes of the agreed end of booking hire session

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(2) a £35 penalty for failing to remove all rubbish from the building and grounds

(3) a £75 penalty for failing to undertake an adequate and reasonable level of post hire cleaning

## **Payments and deposits**

Due to recent banking changes, the Community Council can only take payments by direct bank transfer - full details will be provided when an invoice is raised which must be settled within 14 days.

If hirers do not have the ability to make a direct bank transfer payment, any charges passed on to the Community Council by their banking provider for cheque clearance will have to be covered in their entirety by the hirer.

A deposit of 50% may be requested to confirm your booking, unless otherwise agreed. You will be invoiced for the final payment after the event.

Hirers will be liable to pay for making good any damage to the hall, its equipment or contents.

## **Cancellation Policy**

We request that you give as much notice as possible if you need to cancel your booking. If less than 14 days' notice is given then the Community Council reserves the right to invoice for 50% of the appropriate booking fee to cover administrative costs.