

**ST ANDREW’S CHURCH AND HALL HIRING CHARGES**

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|  | Regular bookings **HALL**  (once a month or more, rate applies following a trial period at the occasional rate)  Per hour | One off (occasional) bookings **HALL**  Per Hour | One off (occasional) bookings **CHURCH**  Per hour |
| Summer | £15.00 | £20.00 | £30.00 |
| Winter | £18.00 | £25.00 | £35.00 |

**The maximum time charge per day is £150 in summer and £180 in winter.**

**RENTAL PERIODS** for the hall and church are in half hour blocks and the minimum period of rental is one hour. **WINTER BOOKINGS** run from 1 October to 30 April - those that normally require heating.

**SETTING UP / CLEARING UP:** Please note that, when you calculate how long you wish to use the hall for (and therefore the hire charge), the length of your booking ***must*** be from the time you arrive to the time you leave: this includes time for setting up and clearing up. We cannot accommodate setting up time outside of your booking.

As well as the hire fee, we also require a **DAMAGES DEPOSIT** of £50.00. The deposit will be returned after the hire, with a reduction for any extra costs incurred in cleaning or tidying and in making good any loss or repairs.

**CHARGES** include cleaning, tidying, opening, and locking up and for additional heating/lighting in winter, but **facilities must always be left in a clean and tidy condition by the hirer. All rubbish must be taken away – not put in the Hall wheelie bins.**

**PAYMENT** for one off / occasional bookings must be made at the time of booking. Regular bookings will be paid monthly or termly in advance. No bookings will be accepted more than one term ahead. **Regular bookings** are defined as ones that are not normally more than a calendar month apart, for example, fortnightly in term-time or ten or more bookings a year would be regular bookings.

**START & FINISH TIMES:** The church and hall are available for set-up from 8.30am for a 9.00am start. Facilities are not normally available after 11.00pm except by special arrangement.

**Charge for use** **of the church organ or piano** is £20 per day, excluding weddings and funerals.

**CHURCH HIRING: I**f there is church furniture to be moved in setting up and clearing up, a site manager will be required at an additional cost of £40.

**CANCELLATION:** In the event of a cancellation, refunds will be offered as follows: If 4 weeks’ notice is given, a refund of the hire fee minus 10% is given; if between 2 and 4 weeks’ notice is given, half of the hire fee minus 10% is given; if less than 2 weeks’ notice is given, no refund is given. For all cancellations, we will retain 10% of the hire fee to cover administrative costs.

Please see separate charges relating to fees for Banns, Weddings and Funerals. See booking form for **terms and conditions of hire**.

Effective from October 2019 Form updated January 2023 Registered Charity Number: 1130712