

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

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|  | Regular bookings  (once a month or more)  HALL    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 |

**Rental periods** for the hall and church are in half hour blocks and the minimum period of rental is one hour. **The maximum time charge per day is £150 in summer and £180 in winter.**

**Winter bookings** run from 1 October to 30 April - those that normally require heating.

**Please note** that, when you calculate the hire charge for the hall or church, the length of your booking ***must*** be from the time you arrive to the time you leave: this must include time for setting up and clearing up.

**A** **Breakages Deposit** of £50.00 is required for all one off / occasional bookings. 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 and 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** will require the presence of a site manager at an additional cost of £40, if there is church furniture to be moved in setting up and clearing up.

**Refunds** for cancelled bookings. A full refund will be paid if four weeks’ notice is given, a half refund for two weeks’ notice.

Please see separate charges relating to fees for Banns, Weddings and Funerals.

See booking form for **terms and conditions of hire**. Charges from 28/10/2019