

SUMMARY OF HALL CHARGES (from 1 June 2023)

Item	Business hirer for Community Benefit	Not for profit for Community Benefit	Commercial Rate
Hire of Main Hall per hour	£17.50	£15.75	£26.25
Weekly Hire of Main Hall per hour	£14.00	£12.25	£22.75
Hire of Meeting Room per hour (by special arrangement)	£8.00	£7.20	£12.00
Weekly Hire of Meeting Room per hour (by special arrangement)	£6.40	£5.60	£10.40
Whole weekend Hire (9.00 am Sat – midnight Sun)	£500.00	£500.00	£600.00
Use of Caryford Alcohol Licence (per use)	£20.00	£20.00	£40.00

1. Hire of main hall - includes the fixed and portable sound systems, preset lighting system, the portable staging, the projector, the projector screen and the kitchen (including the microwave, the heated cabinet, crockery, cutlery and glasses) for preparing drinks and light refreshments.
2. Where a hirer requests our attendance to set up bespoke requirements in the lighting and/or portable sound system then a fee of £50 is charged.
3. Where a hiring is to continue beyond 11pm then double the appropriate hourly rate is charged.
4. For use of the kitchen for a fully catered event using the cookers and dishwasher eg wedding reception a fee of £40 is charged.
5. Whole weekend hire includes exclusive use of the whole building, the grounds and all kitchen facilities.

NOTES

1. **Commercial use** is the use of the Hall and/or its facilities by an organisation whose aim is commercial profit, an exception MAY be made where the event is organised by a commercial organisation but the aim is community benefit (e.g. all proceeds to go to charity). The decision of whether a hiring is commercial or community is solely at the discretion of the Caryford Hall Management Committee.
2. **Special Use:** if a potential hirer requires a hiring outside our standard offerings (e.g. a 3 or 4 day hiring) then the charges will be by negotiation.
3. **Excess Use:** the hiring agreement will state when the hiring is to start and end. Use before or after these times will be charged at the standard rate plus 50% at the discretion of the committee, and will be added to the invoice.
4. **Damage or extra cleaning:** if any breakage or damage occurs or the Hall is left in a state that requires extra cleaning, the hirer will be charged accordingly.

Full details are available from Christine Davidson, Bookings Secretary – 01963 548016 – christinedavidson@talktalk.net or from our website – www.caryfordhall.co.uk under Hiring.