

Lakeview Village Hall

Hire Rates with effect from 1 January 2018

Available Rooms

- Lakeview Suite** Large Hall downstairs, inclusive of kitchen – 240 standing; 200 seated in rows; 140 seated banquet style. (206m²/2222sq ft)
- Munson Room** Medium Room upstairs, inclusive of kitchenette – 60 standing and seated (78m²/844 sq ft)
- Swan Room** Small Room downstairs (suitable for meetings) 40 seated only (41m²/441 sq ft)

Residents/Charity Rates (Non-Commercial, for Wixams Residents or Registered Charities only)

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£14.00	£16.00
Munson Room	£12.00	£14.00
Swan Room	£9.00	£11.00
Exclusive Use	£31.00	£36.00

Non-Resident Rates

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£17.00	£19.00
Munson Room	£15.00	£17.00
Swan Room	£11.00	£13.00
Exclusive Use	£37.00	£43.00

Commercial Rates*

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£21.00	£24.00
Munson Room	£18.00	£21.00
Swan Room	£14.00	£17.00
Exclusive Use	£48.00	£56.00

**Commercial Definition: Those groups which exist to generate profit for the hirer or organisation.*

Extras

Bar Fee **£30** plus a cash float of **£100**. If bar takings exceed £100, the £100 is returned to the hirer. If bar takings are less than £100, the hirer receives the takings back and the balance of the float is retained by us.

The bar is run by our own Designated Premises Supervisor who holds the alcohol licence for the Village Hall. The bar is fully staffed and offers a full range of lager, beer, cider, wine, spirits and soft drinks.

Speakers Hire Fee **£10**. We hire the speakers only; hirers must provide their own playing equipment. The speakers will be assembled and dismantled by the caretaker.

Tables and Chairs Tables and chairs are supplied free of charge. We have 38 rectangular tables measuring 182cm x 75cm, although hirers are free to provide their own circular tables if they wish.

We have around 200 chairs. If hirers wish to provide chair covers, our chairs are 82cm high, 54 cm wide and 50cm deep. If hirers wish a caretaker to set tables and chairs out, there will be an additional charge.

Projector Screen Fee **£20** (to include set-up and dismantle by a caretaker). H178cm x W68cm.

Setting up and packing up time

All bookings will be inclusive of setting up and packing up time. Booking times can be taken in quarters of an hour (at a rate of £5.00 per quarter of an hour). There is a minimum booking time of one hour. If you require chairs, tables or the stage to be set up before your booking, we will charge extra to include set up time.

Payment terms

One-off bookings will be subject to a **£40** security deposit. The security deposit is **£100** if alcohol is being supplied or if the booking is for 5 hours or more, and is **£200** for exclusive use of the premises. Once a booking is made on our on-line system, an invoice will be emailed to the hirer. The **full hire fee and the security deposit** are payable within **seven days** of the invoice date. If payment is not received within **seven days**, the booking will be cancelled and the date will become available on the online calendar. The security deposit will be refunded within 14 days of the event, subject to there being no breaches of the Terms of Hire.

All bookings should be made through our online system at
www.wixams.org/village-hall