

Lakeview Village Hall

Hire Rates with effect from 1 October 2022

Available Rooms

- Lakeview Suite** Large Hall downstairs, inclusive of kitchen – 140 seated in rows; 140 seated banquet style. (206m²/2222sq ft)
- Munson Room** Medium Room upstairs, inclusive of kitchenette – 60 seated;40 Banquet style (78m²/844 sq ft)
- Swan Room** Small Room downstairs (suitable for meetings) 40 seated only (41m²/441 sq ft)
- MUGA** includes built-in basketball/netball hoops; built-in hockey/football goals; tennis net with posts. Hirers should bring own balls, rackets etc

Residents, Regulars and Charities

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£16.00	£18.00
Munson Room	£14.00	£16.00
Swan Room	£11.00	£13.00
Exclusive Use (not inc.MUGA)	£41.00	£46.00
MUGA	£18.00	£18.00

Standard Rate

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£21.00	£24.00
Munson Room	£19.00	£21.00
Swan Room	£14.00	£16.00
Exclusive Use (not inc.MUGA)	£54.00	£61.00
MUGA	£24.00	£24.00

Commercial Rates*

Room	Weekday Rate (per hour)	Weekend Rate (per hour)
Lakeview Suite	£26.00	£30.00
Munson Room	£23.00	£26.00
Swan Room	£18.00	£21.00
Exclusive Use (not inc. MUGA)	£66.00	£70.00
MUGA	£31.00	£31.00

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

Election Day Hire: £450

Extras

Bar Fee payable to the Village Hall - **£50.**

The bar is run by our own Resident Service who hold 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.

Hirer to provide the Resident Services with a cash float of £150. If the bar takings exceed £150 the £150 is returned to the hirer. If bar takings are less than £150 the hirer receives the takings back and the balance of the float is retained by Resident Services.

Security Fee **£100** per Security Guard. Security Guards are required for Events where alcohol is consumed. Village Hall Site Manager to determine the number of Security Guards required.

Speakers Hire Fee **£15 (per speaker)** 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.

Projector Fee £30

Projector/Screen Fee £45

Bouncy Castles Bouncy Castles can **only be used** in the Lakeview Suite – the use of Bouncy Castles in the Munson Room or Swan Room is strictly prohibited.

Setting up and packing up time

All bookings have to include setting up and packing up time. If you require chairs or tables 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 online 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/villagehall