

The Portal Hall, Burghclere

SCHEDULE OF CHARGES Applicable from 1st July 2010 (to include all equipment belonging to the Hall premises)

ITEM	LOCAL * HIRERS	NON-LOCAL HIRERS
HALL	£	£
Hourly Rate	8.50	15.00
Day Rate	90.00	170.00
Party Rate	10.00 per hour	---
Jumble Sales (inc. set up time)	45.00	75.00
CLUB ROOM		
Hourly rate	3.00	5.00
Day rate	30.00	55.00

* Local hirers are those who live in the parishes of Burghclere and Newtown

1. A deposit of **25%** must be paid at the time of booking if this is more than 28 days before the event. Total hire charges due must be paid no less than 28 days before the event.
2. If alcohol is to be served during the period of hire an **additional** deposit of **£100** will be required plus **£15** to offset the bar licence fee already paid by the Trustees. If the booking is for a **party** an **additional** deposit of **£200** will be required. Both deposits refundable if no damage has been caused; otherwise cost of any repairs/replacements will be deducted (if less than the deposit) or forfeit (if more than the deposit).
3. The day rate covers the use of the Hall or Clubroom from any reasonable time in the morning until **no later** than midnight. This **includes** time for clearing up.
4. It is often more convenient for a day hirer to return to the Hall to clear up on the morning following the event. This is usually acceptable provided it has been arranged in advance with the caretaker and there is no conflict with a booking for the following day.

Definition of hourly rate

The hourly rate will be charged for every hour or part hour that the Hall is used. The hours charged shall include the time taken to set up and clear the Hall.

Definition of jumble sale rate

The charge for jumble sales covers the time the Hall is occupied, usually in the morning setting up the sale, as well as for the sale itself.

Tables and chairs can be hired separately for use at other venues:

Tables £1.50 each

Chairs 30p each (unless required by someone who has hired the Hall)