

Westleton Village Hall Room Bookings and Charges

Room	Description	Capacity	Facilities	Availability
Main Hall	A large multipurpose room with separate entrance and exit. Access to the shared facilities e.g. toilets.	110 seated in rows 90 seated at tables	State-of-the-art cinema screen and surround sound system, which provides sound matching the high definition typical of films and provides a true cinema experience. It also includes microphones for use during presentations.	Mornings – 8am to 1pm Afternoon – 1pm to 6pm Evenings – 6pm to 11pm/midnight
Foyer *	During the week this is utilised as a social hub for the village. The Foyer has its own entrance and access to shared facilities.	30 seated in rows xx seated at tables	TV, AV projector and screen. Tea, coffee making facilities, a microwave and dishwasher.	Evenings 6pm – 11pm. Weekends 10am-11pm.
Consulting-Interview Room	A small room for one to one meetings, interviews or consultations such as physio, chiropody, hearing clinics etc.	4 seated	Examination couch, handwashing sink and desk.	Weekdays and weekends on hourly basis. 10am-5pm.
Kitchen	A modern, fully equipped kitchen which can be utilised by anyone booking a room in the hall. The kitchen is a facility that can deal with large dining events, whether buffet or sit down. You will need to check the availability of the kitchen when booking a room and include the kitchen in your booking if you require it. There is no extra charge for use of the kitchen		Commercial dishwasher, 2 fridges, 2 hobs, 2 ovens, 2 microwaves and a central unit for food preparation. Cooking utensils are available, along with a collection of crockery.	Mornings – 8am to 1pm Afternoon – 1pm to 6pm Evenings – 6pm to 11pm/midnight

* **Please note** – the Foyer is not bookable during the week for either the morning or afternoon sessions, it is bookable all weekend and for evening sessions during the week.

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Room	Westleton Users		Non-Westleton Users and Commercial Hirers		NHS, CAB, etc. (see Letting Policy)	
	Regular Weekly or Monthly	Single Hiring	Regular Weekly or Monthly	Single Hiring	Regular Weekly or Monthly	Single Hiring
Foyer (per session)	£15	£25	£25	£45		
Main Hall (per session)	£18	£40	£30	£50		
Whole Building (per session)	£30	£60	£50	£90		
Consultation Room (hourly hire rate)	£0	£5	£5	£10	£0	£0

Charity fund raisers – there may be a reduced fee for those hiring the facility for fundraising purposes, please contact the booking clerk for further information.

Hire Charges – will be reviewed annually in May by the Trustees with any likely increase limited to inflation, along with a comparison with other halls in the area. If there is a move to hourly charges, user groups will be involved in a consultation to ensure no detriment to the group.

Non-Village and Commercial Users – a £100 deposit is required by Non village and commercial users on reservation. Payment is required 4 weeks prior to the event. No refund for cancellations if notification is less than 4 weeks.