



**Westleton Village Hall: Charity No 1164038
Hire Charges (from 1 May 2022)**

	Westleton Regular Users	Westleton Occasional & Non-Westleton Regular Users	Non- Westleton Occasional Users
Foyer			
(per session)	15	25	45
(per hour)	5	10	15
Main Hall			
(per session)	25	40	70
(per hour)	10	15	25
Whole Building			
(per session)	35	60	100
Consultation Room			
(per hour)	3	5	10
Kitchen only			
(per session)	10	15	25
(per hour)	3	5	10
Commercial & Special Events (e.g. weddings):			
(whole site, per session)	70	100	150

Notes

General - The Main Hall, Foyer and Whole Building are normally and preferentially booked by sessions (Morning: 8am to 1pm, Afternoon: 1pm to 6pm, and Evening: 6pm to 11pm). When not booked for a session they may also be booked by the hour, by arrangement with the Centre Manager.

Regular rates - apply only to community groups & instructors etc who hire on a regular basis (weekly, monthly or quarterly), who in addition may hold one-off events such as a coffee morning, jumble sale, or exhibition, for which the charge will be kept at the "regular" level.

Public Service & Charitable activities - there may be a reduced rate available for those hiring the facility for public service (e.g. NHS, CAB) & charitable activities, please contact the Centre Manager for further information.

Hire Charges - will be reviewed annually in May by the Trustees taking account of a comparison with other halls in the area. The Trustees reserve the right to vary rates to take account of special circumstances. If there were to be a move to hourly charges, user groups would be involved in a consultation.

Non-Westleton and Commercial Users - a £100 deposit is required from non-Westleton and commercial users, payable on reservation. Payment is required 4 weeks prior to the event. No refund for cancellations if notification is given less than 2 weeks in advance.