

# Santon Downham Village Hall

## TARIFF

1. Hire of Hall			Time required	Fee
Main Hall	Standard Rate per Hour	£ 15.00		£ .
Main Hall & Side Room	Standard Rate per Hour	£ 24.00		£ .
Main Hall	Residents of Santon Downham	£ 10.00		£ .
(minimum booking is 2 hours)				
2. Hire of Equipment			If Required put Fee below	
Kitchen to prepare cold food only and hot/cold drinks		£ 20.00		£ .
PA System		£ 10.00		£ .
Projector		£ 10.00		£ .
Us setting up Hall (please discuss your requirements with us)		£ 30.00		£ .
Commercial Use (use of cooker/fridge)		£ 40.00		£ .
3. Security Deposits				
Standard Security deposit - per hire		£ 100.00		
If you are using an outside company to provide alcohol, or bringing alcohol in yourself, then an ADDITIONAL security fee is required		£ 100.00		£ .
	<b>TOTAL PAYABLE</b>			£ .
	* <b>50% DEPOSIT</b>			£ .
	** <b>SECURITY DEPOSIT</b>			£ <b>100.00</b>
	<b>Date Balance to be paid</b>			<b>(our use)</b>

\* The security deposit(s) will be refunded to the hirer within 14 days of the conclusion of the hire, provided that the premises are left in a clean and tidy condition and that no breach of the license conditions or damage/loss has been caused to the premises and or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring

\*\* A deposit of 50% is required on booking, and this will be non-refundable. The balance must be paid no later than 28 days prior to the booking date

**Name of Hirer**

**Telephone No.**

**Address**

**Date of Hire**

**Email**

**Numbers attending**

**Please complete and email to [JennyHorswell@hotmail.co.uk](mailto:JennyHorswell@hotmail.co.uk), who will confirm your booking by return and advise payment details. Your booking isn't firm until the deposit and security fee is paid**