

HIRE CHARGES

Standard Charges
for Private Events

Village Group Charges
[Regular Users]

Main Hall

These charges apply from 1st April 2016

| | | |
|-------------------|------------------------|------------------------|
| Monday - Friday | £15.00 per hour | £12.00 per hour |
| Saturday & Sunday | £20.00 per hour | £16.00 per hour |

Meeting Room

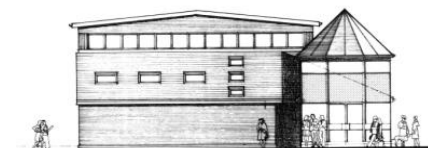
| | | |
|-------------------|------------------------|-----------------------|
| Monday - Friday | £7.50 per hour | £6.00 per hour |
| Saturday & Sunday | £10.00 per hour | £8.00 per hour |

Main Hall & Meeting Room

| | | |
|---|-------------------------|-------------------------|
| Saturdays: All day or All evening from 6pm | £150.00 lump sum | £120.00 lump sum |
|---|-------------------------|-------------------------|

Please allow sufficient setting up and clearing up for your event.
On Saturday nights the hall must be vacated by midnight.

The minimum booking time per session is 2 hours.
The minimum unit for charging purposes is 1/2 hour.



PEMBURY VILLAGE HALL

INFORMATION ABOUT BOOKINGS

| | |
|--------------------|--|
| Address: | 49 High Street, Pembury, Kent TN2 4PH |
| Tel: | 07983 228181 |
| Email: | <u>pemburyvh@gmail.com</u> |
| Booking Manager: | Mrs Susan Sharp |
| Asst. Booking Mgr: | Mr Chris Tampsett |
| Finance Manager: | Mrs Claire Knoops |
| Charity No: | 280265 |
| Bank Account: | Pembury Village Hall |
| Sort Code: | 40-52-40 |
| Account No.: | 00005173 |
| Door key code: | Issued when all payments received |

INFORMATION ABOUT CAPACITY & EQUIPMENT

Main Hall

Size of the hall:

Approx. 52 ft x 39 ft

Hall capacity:

150 no. dancing with tables

120 no. seated at tables

150 no. closely seated [without tables]

Equipment:

20 trestle tables [6 ft x 2 ft] - stored under stage

150 plastic chairs - stored at back of hall

PA, microphones, mirror ball

Piano

The Stage & Green Room

Size of the stage:

Approx. 18 ft wide x 14 ft deep

Size of the green room:

Approx. 12 ft x 11 ft

Meeting Room

Size of the meeting room:

Approx. 23 ft x 18 ft

Room capacity:

20 no. seated at tables

Equipment:

7 trestle tables [size: 3 ft x 2 ft / 6 ft x 2 ft]

20 padded chairs

INFORMATION ABOUT CAPACITY & EQUIPMENT

Kitchen

Size of the kitchen:

Approx. 20 ft x 12 ft

with serving hatch into main hall

Equipment:

Electric oven with gas hob [5 ring]

Domestic larder fridge & small freezer

Microwave cooker

Hot water boiler, kettles & tea pots

Two sinks for washing-up dishes

Small basin for hand-washing

Tea towels and washing-up liquid

Dinner plates, side plates & bowls

Cups and saucers, a few wine and beer glasses

Utility Room

Size of the utility room:

Approx. 12 ft x 9 ft

Contains mops & brooms, Hoover, large sink, etc

Other facilities

Ladies, Gents, Disabled toilet with baby changing facility

Hearing loop in the main hall

14 stacking tables [size: 2 ft x 2 ft] - stored in foyer

Air movement system in main hall

Parking for approx 12 cars on site

Revised: December 2017. The charges apply from 1st April 2016