

# The Memorial Hall, Castle Hedingham – Hiring Agreement

## FEE SCHEDULE

### AFFILIATED GROUPS (REGULAR USERS)

Affiliation Fee: £30 yearly

|                                     |     |
|-------------------------------------|-----|
| Hire Fee (one session - AM)         | £20 |
| Hire Fee (two sessions-AM+PM)       | £40 |
| Hire Fee (three sessions-AM+PM+EVE) | £60 |

### STANDARD HALL HIRE FEE

#### Monday to Friday – Daytime rates

Hire Fee - per hour or part thereof £10 or £40 per session

#### Saturday and Sunday + Mon to Friday evenings

Hire Fee - £ per hour or part thereof £15, or £60 per session

|                                     |      |
|-------------------------------------|------|
| Hire Fee (one session - AM)         | £60  |
| Hire Fee (two sessions- AM+PM)      | £90  |
| Hire Fee (three sessions-AM+PM+EVE) | £120 |

### LARGE PARTIES and COMMERCIAL EVENTS

|                                     |      |
|-------------------------------------|------|
| Hire Fee (one session - AM)         | £100 |
| Hire Fee (two sessions- AM+PM)      | £150 |
| Hire Fee (three sessions-AM+PM+EVE) | £175 |

Notes:

- (i) Sessions are:
  - a) 8am to 1pm
  - b) 2pm to 6pm
  - c) 7pm to 12 midnight.
- (ii) Reduced rates for all three sessions being used apply only to sessions scheduled to take place on the same date.
- (iii) A refundable deposit of between £25 and £100, based on the number of attendees and the type of event, is to be paid on date of booking. Full hire payment is due one month before the date of hire.

No deposit is required from Affiliated Members

- (iv) Regular users are entitled to special rates on payment of an annual affiliation fee. Details may be obtained on application to the Hon. Treasurer, Andrew Polley ( email: [andrew.polley268@btinternet.com](mailto:andrew.polley268@btinternet.com); Tel: (01787) 469280

- (v) Booking Agent: Ann Edney; Tel: 07736239599

- (vi) Special rates can apply in certain circumstances at the discretion of the Management Committee only.

- (vii) Fees are indicative only and may be changed at any time.