

West Hill Village Hall

Rental Rates and Payment Conditions applicable for bookings up to 31 August 2024

	OAK HALL Main Hall	ACORN ROOM Downstairs room	BEECH ROOM Larger upstairs room	MAPLE ROOM Smaller upstairs room	COMPLETE BUILDING	INTERNAL MARQUEE	
						ROOF AWNING	COMPLETE MARQUEE
	£/Hour	£/Hour	£/Hour	£/Hour	per day	per event	
Non West Hill Users, Commercial, Clubs and Organizations	£24.00	£13.75	£17.50	£9.50	£550	£360	£550
West Hill Residents, National and Local Charities	£12.00	£8.00	£9.50	£5.50	£400	£240	£400
Regular Weekly/Monthly Users	£10.50	£7.25	£8.50	£4.50	£400	£240	£400
Non profit-making Children's Organisations	£10.50	£5.25	£5.50	£4.25	£400	£240	£400

- For hiring the Complete Building, a non-returnable deposit of 10% with booking is required. If the Oak Hall is cleared before 10.00 hrs on the following day, no charge will be made. Any clearing-up after that time will be charged at normal rates. **All users to include time for preparation and clearing up in booking.**
- RENTAL includes full use of kitchens.
- FAIRY LIGHTS available at £20.
- PROJECTOR SCREEN AND STAND available at £10.00.
- STAGING BLOCKS available to borrow courtesy of West Hill Primary School for £20 by cheque payable in advance made out to 'Devon County Council'. Configuration of staging blocks must also be agreed with Finance and Administration Officer in advance.
- THE INTERNAL MARQUEE is available for hire to enhance your function at the above rates. Nothing must be pinned or otherwise attached to the marquee fabric or any other decorative fabrics at the hall.
- BAR: Application for a licence to sell alcohol should be made to the hall's Personal Licence Holder. A fee of £30 is payable. If you arrange your own licence or use an outside bar with a licence the £30 fee is still payable.
- KEY: Please arrange with the Finance and Administration Officer. A £20 deposit may be payable at the discretion of the Finance & Administration Officer.

- **PAYMENT:** Non residential casual users will be required to pay a 10% non-returnable deposit in advance unless specified otherwise. Marquee hirers must pay the balance of their account no later than 28 days prior to the event. Failure to do so will result in the booking being cancelled and the deposit forfeited. Cost of the hall hire will still be payable following cancellation by the hirer after full payment has been made. All others will be required to settle accounts within 30 days of the date of your invoice, which will be sent out by email as soon as possible after use of the hall. For an overdue payment reasonable costs may be invoiced and recovered.