

## Witcham Village Hall Hire Fees – MARCH 2021

	<b>Village Resident</b>	<b>Non Resident</b>
Main Hall	£10	£14
Small Meeting Room	£9	£10
Changing Rooms	£10	£10
Kitchen including crockery and use of all electrical applies	Free of Charge	Free of Charge
Chairs and Tables	Free of Charge	Free of Charge
Bar Facilities for sale of alcoholic drinks	Free of Charge	Free of Charge

- To secure a booking a deposit of 50% must be paid on completion and submission of the Hire Agreement and Appendix attached to the Terms and Conditions. The remaining 50% will need to be paid 14 days before the event.
- An Indemnity payment of £100 will need to be paid should there be any damage caused to the Hall. An invoice will be raised within one week of the event if required and should be paid within 7 days of receipt.
- If the Hall is not left in the condition that it was found then an extra fee of £30 may be charged for additional cleaning costs. An invoice will be raised within one week of the event if required and should be paid within 7 days of receipt.
- On leaving the hall please ensure all doors are locked, all lights / heaters and hot water are turned off. We ask all guests to be respectful of local residents and leave the hall and car park in a quiet and considerate manner.
- The Hall keys can be collected by arrangement with Booking Clerk.

Please return a completed Hire Agreement and Appendix form (*attached to Terms and Conditions*) confirming your understanding of the need to implement the Indemnity Payment/Cleaning charges if required either via email to [enquiries@witchamvillagehall.org](mailto:enquiries@witchamvillagehall.org) or post to Mrs Helen Fosbueary, 4 Ravenhill Drive, March, Cambs, PE15 9RL

If you have any queries please call Helen on 07594 161178