

ST. JAMES'S CHURCH HALL

52 WOODBOROUGH ROAD, WINSCOMBE BS25 1BA

HIRING CHARGES FROM 1ST MAY 2021

MAIN HALL	Non-Commercial	8am - 6pm	£9.50 per hour
		6pm - 12 midnight	£10.50 per hour
	Commercial	8am - 6pm	£15.00 per hour
		6pm - 12 midnight	£17.00 per hour

The fees above include the use of the kitchen for tea and coffee making only.
There is no need to make a separate booking for the kitchen.

KITCHEN **For functions with catering then the additional charges below apply.**
Please make sure you book the kitchen in addition to the hall on the online system.

Use of kitchen (up to 50 persons)	£50.00 per let
Use of kitchen (over 50 persons)	£75.00 per let
Use of kitchen for children's parties	£15.00 per let

BOOKING FEE

There is no booking fee for using the online system.

A booking fee of £1 per session will be added to the invoice for any bookings made on your behalf by the booking secretary.

LARGE ONE-OFF EVENTS

A Special Deposit of £125.00 will be added to the invoice for all large one-off events. (The deposit will be returned after the event, subject to the hall being left in a suitable condition)

STAGE By arrangement

INVOICING

Bookings will be approved and invoiced at the same time.

Invoices need to be paid within 7 working days of receipt to secure the booking.

Please follow the payment instructions on the invoice.

Invoices for regular hirers will be generated monthly and need to be paid within 7 working days.

CANCELLATION CHARGES FOR LARGE ONE-OFF EVENTS

If a booking is cancelled more than 28 days before the hire date, a refund of the hire charge will be made less an administration fee of £10.00.

If a booking is cancelled within 28 days of the hire date, a cancellation fee of up to £50.00 will be charged depending on the original hire charge.

NB. The Hall is not available for hire before Noon on Sundays.