

CHURCH CENTRE

52 WOODBOROUGH ROAD, WINSCOMBE BS25 1BA

HIRING CHARGES FROM 1ST JANUARY 2022

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

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

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.

SETTING UP AND CLEARING AWAY

We expect hirers to include setting up and clearing away within their booked times. If, however, a hirer wants the tables and chairs set up in the hall before, or cleared away after an event, then additional charges will apply. Setting up charge £30.00. Clearing away charge £30.00.

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 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 days.

CANCELLATION CHARGES

Regular Bookings

If a booking is cancelled less than 48 hours before the booked start time there will be a cancellation charge of 50% of the booking fee.

Large 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 refund of the hire charge will be made less a cancellation fee of £50.00.