



New Meppershall Village Hall Hiring Rates and Information Effective from 7th February 2020

Summary

The New MVH provides a Main Hall, Social Areas, Bar and Café facilities. These facilities include kitchen, stage, high quality audio, lighting, tables, chairs and children friendly areas.

Social Area & Games Room

Casual use of these areas is without charge during the normal opening hours for the Café (9am to 2:00pm) or Bar (October to March 7 pm to 11pm, April to September 5pm to 11pm).

Refreshments can be purchased and work areas are provided for laptops with free Wi-Fi. Snooker, Pool and Darts are available in the Games Room.

The Café or Bar can be available during the afternoon, on request, to suit individual circumstances and requirements.

For exclusive use of the Social Area and/or Games Room in the afternoon the half day rate from 2:30 to 5:30pm is £45.

Main Hall (for capacities and equipment available see separate schedule)

The hiring rates for up to 100 people are:

Hourly	£22
Half day rates	£45
All day rate	£85
Evening (except Friday or Saturday)	£50
Friday evening to set up for an all day Saturday hire	£58
Friday evening	£100
Saturday evening	£150
Saturday all day & evening	£200

For attendee numbers greater than 100, the additional cost to add on to the above hiring rates is as follows (nb: only one added amount applies – see example):

Up to 125	+£17
Up to 150	+£34
Up to 175	+£51
Up to 200	+£68

For example, a Saturday evening hire for up to 125 people would be the base sum of £150 plus an additional £17 = total £167.



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Putting out and putting away tables & chairs

We can provide assistance with the setting up of our tables and chairs to a hirers plan as follows:

- Setting up £18
- Putting away £18

Cleaning service

Hirers are responsible for leaving the Main Hall, kitchen or room(s) hired in a clean and tidy state. A full cleaning service is available after an evening hire in the Main Hall or Kitchen which must be booked and paid for in advance. Note: For safety reasons all breakages or spillages must be mopped up at the time they arise and so as not to leave stains or sticky surfaces overnight and any food waste put in the bins provided.

- Clean up costs £50

Private toilet room next to Main Hall

- Young children's parties in the Main Hall £Nil
- All other users £25

Main Hall Bar

A fully stocked Bar and staff are available to hirers of the Main Hall, with draught beers, guest ales, spirits, wines and soft drinks. Special requests are catered for including drinks on arrival or for toasts etc.

The Bar opens directly onto the Main Hall so hirers and their guests can have a private facility to meet their requirements. The prices of drinks are similar to those in local pubs.

No hire charge is payable for the bar being available.

Kitchen

A fully fitted Kitchen with up/down privacy shutter above a serving counter opens onto the Main Hall and is available for use by individuals or outside catering companies.

The Kitchen with use of the oven, grills, microwave, dishwasher, plates, cups, cutlery etc. can be added to a Main Hall hiring at a cost of £28. Hire rates for other uses depend on specific requirements, activities and circumstances so are quoted on request.



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Stage area

The stage area is available with a Main Hall booking, at no additional charge.

(Note: Actual space on the stage is subject to sets for theatrical performances taking priority at specified times of the year, details will be provided at time of booking).

Audio system

The use of the Bluetooth linked audio system and a microphone are available on request at no additional charge.

(Note: Subject to compatibility of the hirers input devices)

Lighting for stage performances

Our high quality professional lighting for stage performances, functions and events is available on request. The impressive lighting equipment will be operated by trained individuals. Costs for this facility and service required are quoted and agreed based on individual requirements.

Games & Sports Room

Snooker	£4 per hour
Pool table	£1 per game
Darts	No charge

Saplings room (specially designed to be children friendly capacity up to 30))

Hourly	£22
Weekday evenings	£32
Weekday all day	£44
Weekends half day	£45
Weekends all day	£75

Meetings & Presentations room (capacity up to 24)

Hourly	£22
Half day	£45
Evening	£45
Day rate	£85



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Changing & drama support rooms (each)

All day	£45
Evening	£30

Discounts

For regular hirers of the Main Hall discounts apply based on the booking period. Hire fees are then payable for the booked time regardless of actual use.

The discounts are:

12 weeks	5%
24 weeks	10%
36 weeks	15%
48 weeks	20%

These discounts do not apply to other rooms hired.

Further information regarding hiring – Frequently Asked Questions

1. Hiring times and arrangements
 - a) Specific hire arrangements can be discussed to meet individual circumstances including storage of equipment.
 - b) The day rate is normally from 8:30am to 5:30pm, the half day rate is for a maximum of 4 hours with flexibility as to the start and finishing times.
 - c) Evening rates apply from 6pm onwards and for hirings of three hours or more.
 - d) We try to be as flexible as possible on the time required to set up and clear away to suit individual circumstances but suggest a total of an hour is allowed for this as part of any booking.
 - e) All hirings are subject to our Terms & Conditions which are available on request or via our website: www.meppershallvillagehall.co.uk/booking-information
2. Included in the hiring
 - a) Hire rates include fair use of tables, chairs, TV screen in the meeting room, Wi-Fi, heating, power, water and lighting in the hired room.
 - b) Bar and Café facilities are available at no additional hire charge during normal hours.



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3. Cleaning

- a) At the end of the hiring the Main Hall and/or room(s) or Kitchen hired as well as adjacent areas must be left clean and tidy, ready for use by another hirer.
- b) Whilst we do try to provide cleaning materials if the Kitchen is being used, we suggest that for personal hygiene it is essential to bring bacterial sprays and cleaning cloths.
- c) Although available for use in the Kitchen we do not provide tablets for the dishwasher, therefore these need to be brought in by the hirer.
- d) Any exceptional cleaning costs incurred by Meppershall Village Hall with our contractors will be deducted from the Damages & Cleaning deposit at the rate of £20 per hour.
- e) Due to the staining effects that arise with the use of confetti and glitter type products sadly we can no longer allow these in the Main Hall nor any of the rooms available for hire. Any use of such products will result in deductions from the Damages Deposit for exceptional cleaning time of £45.

4. Booking fee and payments for hiring

- a) A non-refundable Booking Fee of £27 is payable on us acknowledging a booking and receipt of an invoice, usually sent by email.
- b) The Booking Fee is deducted from the final total hire costs.
- c) A separate invoice will be sent for the total hire costs with the Booking Fee deducted but the Damages & Cleaning deposit (see below) added. This invoice is payable not less than 6 weeks prior to the start of the hire.
- d) Full details of the payment dates for the Booking Fee, balance of hire costs plus Damages & Cleaning Deposit will be shown on the invoices raised.
- e) We prefer payments to be made direct to our bank account details of which are shown on our invoices. If paying by Paypal the amount to be paid to us is after all charges have been covered, hence any charges levied which reduce this sum will be deducted from the Damages & Cleaning deposit.

5. Damages & Cleaning Deposit

- a) The amount of the Damages & Cleaning deposit is £65 except in respect of 16th, 18th or 21st birthday parties or similar events and for Friday or Saturday evenings when it is £160. The amount to pay will be shown on the booking confirmation invoice.



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- b) The Damages & Cleaning deposit is refundable in full providing all of the Booking Conditions have been met and is usually repaid approx. one week after the hire. Payment is made direct to a hirers bank account.
6. Cancellations
- a) If a hiring is cancelled more than six weeks before commencement, the Booking Fee will not be refunded but no further payments are required.
 - b) If a hiring is cancelled less than six weeks before commencement the Booking Fee and Hire Fees paid will not normally be refunded nb: The Damages & Cleaning Deposit paid will be refunded in full.
 - c) In exceptional circumstances and at the discretion of the Booking Secretary or Trustees, and depending on individual circumstances, as well as whether a replacement booking has been obtained, a refund of the Hire Fee may be paid.
7. Security during hiring
- a) Hirers are responsible for their own security and control of guests attending their event, as well as compliance with all fire procedures and regulations.
 - b) During the course of the year events are run in the New MVH which are open to the local public to attend at no cost e.g. a New Year's Eve disco or Karaoke night. It is therefore recommended that hirers make suitable arrangements to ensure that only their invited guests are allowed access to the Main Hall or rooms that have been hired, in particular for larger events or where tickets have been issued. This ensures no misunderstandings.

Booking Information

Bookings can be made via our website:

www.meppershallvillagehall.co.uk

www.meppershallvillagehall.co.uk/booking-calendar

If assistance is required, we will be pleased to help.

Contact information

For more information or to meet on site to discuss your requirements and costs with us our booking secretary can be contacted at:

Email: bookings@meppershallvillagehall.co.uk

Tel: [07485 102727](tel:07485102727)