

Revised Leconfield Hall Hiring Rates with effect from 1st January 2022

www.leconfieldhall.org.uk

	<u>Local societies and community organisations</u>	<u>All other users</u>
Lower hall Hourly rate	£18.00	£31.50
Upper Hall hourly rate until 6.00 pm	£18.00	£31.50
Upper Hall hourly rate after 6.00 pm	£19.00	£33.25
[Whole hall until 6.00 pm]	£36.00	£63.00
[Whole hall after 6.00 pm]	£37.00	£64.75

Minimum charge 2 hours (Saturday 4 hours)

The lower hall holds about 100 to 120 people, or circa 70 seated. The upper hall has a capacity of 188 people, but for theatrical use can seat 152

Your booking should allow time for setting up and clearing away. The Hall should be left clean and tidy after your booking

All bookings include use of the kitchen and lavatories. Bookings of the auditorium include use of the heating and air conditioning, and simple use of the sound, light and projection systems

There is a supplement of £50 per hiring for use of the full theatrical lighting, projection and sound systems. Users must be approved or use an approved engineer.

A deposit of 50% is payable at the time of booking. The balance must be paid 7 days before the day of the hiring. A damage deposit may be requested. A full refund is given for cancellations with proper notice (see the Conditions of Hire) otherwise the full fee is payable.

Alcoholic drinks must not be served in the Hall unless you have completed the paperwork (please ask) and obtained permission from the Hall's licensee.

Bookings which extend over several days, such as festival bookings, will be subject to a one-off surcharge to be agreed at the time of booking if they are likely to disrupt other bookings during that period. There is no charge if the bookings are isolated and full access is available to other users outside the hours of the specific bookings.

These rates are reviewed annually in January each year.