

SHEEN LANE CENTRE
1ST April 2012 – 31ST March 2013
 Wedding & Private Function charges

Weekday Charges (Monday –Thursday)

Room	Hourly rate 9am – 11pm	Minimum hire period
Whole Hall	£116	6 hours (£696)
Stage End	£103	6 hours (£618)
Small Hall	£91	6 hours (£546)

Weekend Charges (Friday – Sunday)

Room	Friday & Saturday Hourly rate 9am –11.30pm	Sunday Hourly rate 10am – 11pm	Minimum hire period
Whole Hall	£116	£127	6 hours
Stage End	£103	£116	6 hours
Small Hall	£91	£103	6 hours

Notes

1. A non-refundable deposit of 25% of the hire charge is required to secure all bookings.
2. A refundable deposit is required for all social bookings to cover any damage, additional cleaning or additional time used. Full details are provided in the Terms and Conditions.
3. Equipment / additional services available;
 - Use of spot lights (Whole Hall/Stage End only) £80 + VAT
 - Use of PA system £60 + VAT
4. All time required for set up / clearing must be booked in advance.
5. There is a 20% discount for hirers living within the London Borough of Richmond Upon Thames. Please note that current proof of address is required with your application form (eg Council Tax / gas / utility bill)
6. There is an additional charge of 5% in respect of the performance of copyright music.
7. There is additional charge, at the market rate, for each additional door steward required at all social events to comply with licensing requirements. A quote will be supplied at the time of booking.
8. There are no kitchen facilities available with the Small Hall.
9. Please note a handling fee of 1.80% is applied to all payments made via credit card.
10. The charges listed above apply to all events taking place between 1st April 2012 and 31st March 2013 inclusive.