

SHEEN LANE CENTRE

1ST April 2018 – 31ST March 2019

Standard Charges – Regular hirers, voluntary groups & charities

Weekday Charges (Monday – Friday)

Room	Hourly rate 9am – 6pm	Hourly rate 6pm – 11pm	Minimum hire period
Whole Hall	£62	£86	2 hours
Stage End	£54	£70	2 hours
Small Hall	£41	£54	2 hours

Weekend Charges

Room	Saturday Hourly rate 9am – 11.30pm	Sunday Hourly rate 10am – 11pm	Minimum hire period
Whole Hall	£86	£102	4 hours
Stage End	£70	£76	4 hours
Small Hall	£54	£70	4 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 & Conditions.
3. Equipment / additional services available;
 - Use of spot lights (Whole Hall/Stage End only) £90 + VAT
 - Use of PA system £68 + VAT
 (A reduction may be available for regular hirers. See note 6 below)
4. All time required for set up / clearing must be booked in advance.
5. A discount of 20% is allowed for local voluntary organisations and charities except for licensed or fundraising/chargeable events.
6. The following block booking discount applies when 6 or more bookings are made at the same time and fall in the same financial year;
 - 30% reduction for weekday bookings before 6pm
 - 20% for weekday bookings after 6pm and for weekend bookings.
 If a cancellation occurs where a block booking discount has been applied, the full letting charge will apply to remaining bookings and no reimbursement of fees will be given.
7. There is an additional charge of 5% in respect of the performance of copyright music.
8. 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.
9. There are no kitchen facilities available with the Small Hall.
10. Please note a handling fee of 1.65% is applied to all payments made via credit card.
11. These charges apply to all events taking place between 1st April 2018 and 31st March 2019 inclusive.