

Crane Community Centre Venue Hire Charges

1st April 2022 – 31st March 2023

Crane Community Centre	Weekdays – hourly rate	Weekends – hourly rate
Privet Function	£31	£41
Concession rate*	£15	£15

Notes

- *The criteria & terms for concessions can be requested. This charge is aimed at local voluntary & charity groups based within the London Borough of Richmond upon Thames.
- The full balance of the hire charge is required to secure all bookings.
- A refundable deposit of £100 is required for all social bookings to cover any damage, additional cleaning or additional time used.
- An additional refundable holding deposit of £50 is required for the handling (collection) and safe return of the venue key after the event. This will be arranged with a member for the hospitality team in advance.
- All time required for set up / clearing must be included in the booked time in the booking form in advance.
- The above cost includes use of the tables and chairs only, subject to availability.
- The use of any other items in the storage area is not permitted, as this belongs to the regular hirers.
- There is an additional charge of 5% in respect of the performance of copyright music.
- Kitchen access is subject to availability and must be booked via the hospitality team in advance.
- These charges apply to all events taking place between 1st April 2022 and 31st March 2023 inclusive.