

## GREAT BARDFIELD TOWN HALL MANAGEMENT COMMITTEE

### HIRE CHARGES FROM 1<sup>ST</sup> MAY 2024

<b>VILLAGE CLUB RATES – for regular meetings</b>			
Weekdays	Mornings	9am-12pm	£19
	Afternoon	12pm-6pm	£25
	Evening	6 pm-Midnight	£25
	Fundraising events all day		£32
Sat & Sun	9am-6pm		£44
Friday, Sat & Sun eve	6pm- Midnight		£90
All Day Hire	Saturday & Sunday, 9am-Midnight		£115
	Committee Room per session		£12
	Bawden Room per session		£14
New Year's Eve All Day			£200

#### PRIVATE HIRE:

**WEEKDAYS:** Monday to Thursday £17.50 per hour

**WEEKENDS:** Friday to Sunday & Public Holidays £20.00 per hour

New Year's Eve £260

Weddings 9am –Midnight (Please ask the Booking Clerk for information on dressing up the Hall) £260

**NOTE:** **The Hall is not licensed for the sale of alcohol. If you wish to sell or supply alcohol at your event please advise at the time of booking. We will advise you whether you need to apply for a Temporary Event Notice (TEN) from Braintree District Council for which the process is quite straightforward. Please let Sarah Hymas know once you have received your Temporary Event Notice by emailing [bardfieldtownbooking@gmail.com](mailto:bardfieldtownbooking@gmail.com).**

#### CHILDREN'S PARTIES

Weekdays Minimum charge for 4 hours £55 + £10 per additional hour

Weekends Minimum charge for 4 hours £65 + £10 per additional hour

#### COMMERCIAL BOOKINGS:

Weekdays per hour £17.50 per hour

Weekends & Public Holidays per hour £20.00 per hour

#### THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO REFUSE ANY BOOKING

#### ANTI-DAMAGE DEPOSIT

For parties/evening events a £200 deposit over and above the hiring charge will be required with payment of the booking fee as a separate cheque. This will be destroyed after the event if no damage occurs. The deposit can also be paid in cash and will be refunded after the event if no damage occurs.

#### CANCELLATIONS

A week's notice of the cancellation of a booking must be given otherwise the full rental will be charged

**NOTE:** **NO BOOKINGS WILL BE ACCEPTED FOR DECEMBER 24<sup>TH</sup>, 25<sup>TH</sup> OR 26<sup>TH</sup>**

Village Clubs will be eligible for a block booking discount of 5% for booking 10 sessions + per annum. A Village Club is an organisation run by and for the residents of the village. The revenue derived from charges is used solely to cover the cost of the hire of the Hall and the financing of the Club's activities.

**TO BOOK CALL SARAH HYMAS: 07368 503459  
OR EMAIL: [bardfieldtownbookings@gmail.com](mailto:bardfieldtownbookings@gmail.com)**