

# SHIPLAKE MEMORIAL HALL - SCHEDULE OF CHARGES

FROM 1ST JANUARY 2008

|   | Specified<br>Local Users<br>(Note 2)<br><u>£/hour</u> | Local Users<br>(Note 1)<br><u>£/hour</u> | Other Non<br>Commercial<br>Users<br><u>£/hour</u> | Commercial<br>Users<br><u>£/hour</u> |
|---|---|--|---|--------------------------------------|
| <b>General Usage</b>  |   |  |   |                                      |
| Friday, Saturday & Sunday   | 13.00   | 14.00                                    | 16.00   | 31.50                                |
| Monday to Thursday (inclusive)  | 9.00  | 12.00                                    | 13.50   | 23.00                                |
| Setting up/Clearing-away  | 5.50  | 5.50                                     | 5.50  |                                      |
| <b>Committee Meetings</b>   | 6.50  | 6.50                                     | 6.50  |                                      |
| <b>Band Practice</b>  | 8.50  | 8.50                                     | 8.50  |                                      |
| <b>Daily Rate</b>   | 105.00  | 115.00                                   | 135.00  | 160.00 (Weekday)<br>250.00 (Weekend) |
| <b>Hire of Crockery &amp; Cutlery</b><br>(including washing up) per cover | 0.70  | 0.70                                     | 0.70  |                                      |
| <b>Hire of Tables</b><br>(for use away from Hall) for 24Hrs               | 1.50 ea.  |  |   |                                      |

## NOTES

1. 'Local Users' include Residents of Parishes of Shiplake & Harpsden and Registered Charities.
2. 'Specified Local Users' are:
 

|                           |                                       |                       |
|---------------------------|---------------------------------------|-----------------------|
| Shiplake Womens Institute | Shiplake Branch, Royal British Legion | Shiplake Bowling Club |
| Shiplake Parish Council   | Shiplake Parochial Church Council     | Shiplake Cricket Club |
| Shiplake School Managers  | Binfield Heath Playground Committee   | Shiplake Tennis Club  |
| Shiplake School P.T.A.    | Shiplake Nursery                      | Shiplake Cubs /Scouts |
3. All bookings are provisional only, until the relevant booking form has been returned completed and 25 % of the Hiring Fee has been paid together with a deposit of £50.00. The Deposit is refundable in the event of no damage being caused and the Hall left clean and tidy after use.
4. Bookings of the Hall for people under 21 and for all Discos the Deposit is £200.00 of which £50.00 is payable on confirmation of the booking and £150.00 at least 14 days before the event. No bookings of the Hall are permitted for Teenage Discos, except with the Special Permission of the Management Committee.
5. Cancellation of a booking within 8 days of the Hiring date will incur a further charge of 25% (making 50% in total).
6. After midnight an additional charge of £5.50 per hour will be made to all users in addition to the above rates.
7. Daily Rate covers from 8.00am to 10.00pm.
8. The Hall Management Committee are not responsible for setting out and clearing away the Hall for users. If this facility is required then special arrangements have to be made with and any cost incurred are to be paid direct to the caretaker.

For Bookings and Enquiries, Please telephone the Caretaker on (0118) 940 3303