

RACKHEATH PAVILION CHARGES FOR HIRE

These rates apply from **1 June 2019**. All bookings must include set-up and clear-up time. We put bookings back to back so as to make the maximum use of our facilities and the room will only be let to you for the duration of your booking. All rates are inclusive of VAT at 20%.

CHARGE	FUNCTION ROOM
Standard Hourly	£12
Saturday Evening 6 - 12pm (No extended Sat night)	£108 (additional hours charged at £18 p h)
Weekend - Fri 6pm - 12noon Sunday	£480
Sat 12- 6pm Up to 3 hours Per ½ hour extra £6	£33.20
Exhibition Rate weekend	£300
Day Rate weekday weekend	£120 £150

SUNDRY

Office/Committee Room £6 p hr

Kitchen, dedicated use £25.00

Call out £20.00

Deposit £100.00

RESIDENTS RATE

Individual bookings by Rackheath parish residents for private events. 10% discount on standard hourly rate. (Excludes packages).
Minimum hire 3 hours, then in 30 min slots.

BLOCK BOOKINGS

Individual bookings for non-residents, and all clubs, classes and similar organisations. 10% discount for block bookings of 6 or more where fees are paid in advance.
Minimum hire 1 hour, then in 30 min slots.

COMMERCIAL BOOKINGS

50% premium on standard hourly rate.
Minimum hire 1 hour, then in 15 min slots.

Saturday Night Hire

All Saturday night bookings requiring the use of the kitchen will be charged at this rate, which covers hire of a hall from 1800-2400 on a Saturday, and dedicated use of the kitchen and cooker.

Note that if you are booking one hall, then the other one may be in use, with shared access to the toilets and foyer. If you are catering for full meals for more than about 50 people, it is recommended that you hire both halls.

Additional hours for setup before 1800, or return first thing on Sunday for clean-up will be charged at the hourly rate.

Weekend Event Hire

1800 Friday to 1200 Sunday (excluding midnight-0900 each night)

This package is recommended for weddings, or other events requiring extended usage of the hall, maybe with catering for 50 people or more.

Caterers may also appreciate the extra space available in the Office for storage. Rate includes dedicated use of the kitchen and cooker.

Additional hours for setup before 1800 on Friday, or extended use beyond 1200 on Sunday will be charged at the hourly rate.

Exhibitions

Exhibitions open to the public with free admission, set-up by non-commercial organisations or individuals based in Rackheath Parish, can have use of both halls at a special weekend rate with continuous use of the halls as required between 0900 on Friday (subject to no other regular bookings) until midnight on Sunday night.

Conditions

See also the standard Terms and Conditions

Cancellation

No charge if cancelled 4 weeks or more before a booking

50% of booking charge is due if cancellation is between 4 and 1 weeks before a booking

100% of booking charge is due if cancellation is 1 week or less before a booking

Payment terms

Payment of both the damage deposit and hire cost is due before the event. A deposit will secure the booking and further payment is due one month before the event.

Deposit

A £50 minimum deposit is required for all bookings. A higher rate may be applied at the discretion of the booking officer.

If the hall is not left in an acceptable state deductions will be made from the deposit.

Such deductions represent the cost of paying overtime to our cleaning staff, indicative deductions are:

Rubbish disposal £20;

Cooker Cleaning £50;

Emptying fridge and clearing surfaces of anything left behind £10;

General cleaning of floors and toilets £50.

Alcohol License

The Pavilion does not have a Premises License and hirers wishing to sell alcohol must apply for a Temporary Events License from Broadland District Council at least 10 days before the event at their own cost. Evidence of the notice will be required along with the commitment to adhere to the Licensing regulations as well as the Hire Terms and Conditions.

Kitchen/cooker

Hire of a hall includes shared access to the kitchen for making light refreshments (unless it has been booked separately for dedicated use).

For dedicated use of the kitchen or use of the cooker to prepare hot food there will be a charge, unless included in a package rate.

Use of Electrical Appliances

There is no Audio Visual, sound or lighting equipment provided in the function room. Hirers bringing their own equipment must show that all electrical equipment has a recent PAT certificate.

No other electrical or other equipment shall be bought and used in the kitchen or other areas without permission.

Bouncy Castles

The Pavilion does accept any bookings involving the use of bouncy castles in the Pavilion