

# WALTHAM VILLAGE HALL

## HIRE CHARGES AND GUIDELINES

(subject to change without notice)

Monday – Friday	)	£10 per morning, afternoon or evening
Saturday & Sunday mornings	)	
Saturday – Sunday		£25 per afternoon or evening

### **BOOKING INFORMATION**

- There are no discounts for organisers of local events. The Village Hall Management Committee is willing to consider special circumstances on a case by case basis.
- A deposit may be required in respect of bookings for large parties.
- General village functions will be given priority on Friday and Saturday evenings.

### **USE OF THE HALL**

#### **Please**

- Leave the hall in a clean and tidy state, with chairs stacked and tables folded away.
- Turn off all heating, lights and cooking facilities before leaving.
- Lock the hall after use.
- Remove all waste from the hall and place in the external bin. If the bin is full, then please take surplus waste away. Do not leave it outside the hall.
- Park with consideration for local residents and do not block drives or park on grass verges.

### **EVENT HIRE OF TABLES AND CHAIRS**

10 trestle tables (at £2 per table) and chairs (at 50p each) are available for hire off the premises.

### **BOOKINGS AND ENQUIRIES**

Ms Lynn Saxby, Verne Cottage, Kake Street, Waltham

T: 01227 700071

E: [hall.bookings@waltham.org](mailto:hall.bookings@waltham.org)

*June 2013*