

Leconfield Hall Hiring Rates with effect from 1st April 2016

www.leconfieldhall.org.uk

<u>Off peak</u> <i>Monday - Thursday excluding Bank Holidays</i>	<u>Morning</u> Until 1.00pm <i>up to 2 hrs</i>		<u>Afternoon</u> Until 6.00 pm <i>up to 2 hrs</i>		<u>All Day</u> Until 6.00 pm	<u>Evening</u> Until midnight <i>up to 2 hrs</i>	
Kevis room (small) 15 -20	32	16	32	16	57	32	16
Garland Room (large) 90 - 100, 50 seated	42	21	42	21	76	42	21
Lower Hall 100 - 120, 70 seated	63	32	63	32	114	63	32
Upper Hall - capacity 188, 152 seated	63	32	63	32	114	106	53
Whole Hall	127	63	127	63	228	169	84
<u>Peak</u> <i>Friday - Sunday and all Bank Holidays</i>							
Lower Hall 100 - 120, 70 seated	79	<i>n/a</i>	79	<i>n/a</i>	143	79	<i>n/a</i>
Upper Hall - capacity 188, 152 seated	79	<i>n/a</i>	79	<i>n/a</i>	143	127	<i>n/a</i>
Whole Hall	158	<i>n/a</i>	158	<i>n/a</i>	285	206	<i>n/a</i>

Notes:

A deposit of 50% is payable at the time of booking. The balance should be paid by the day of the hiring.

Setting up time is not charged for access to deliver goods and equipment prior to an event unless exclusive use is required, or a full booking is prevented.

Pre-concert rehearsals are half price, provided they do not prevent a full price booking

Kitchens, toilets and all facilities are shared with other users if only part of the Hall is booked

Alcoholic drinks must not be served in the Hall unless you have completed the paperwork (please ask) and obtained permission from the Hall's licensee.

Cancellation fees are 50% for two weeks or less notice, and 100% on day of hiring.

Prices are reviewed annually and take effect from 1st April each year. Bookings after this date, made prior to 1st April will be charged at the new rate.

A full users' guide, helpful information, forms and full conditions of hire are available on the Hall web site: www.leconfieldhall.org.uk