

FRANK WICKHAM HALL CHARITY
(Reg. Charity No. 1111226)

**HIRE CHARGES FOR FRANK WICKHAM HALL AND
PAVILION EFFECTIVE FROM 1st APRIL 2017**

PLEASE NOTE: CHARGES ARE PER HOUR OR PART THEREOF

GROUP 1 Not for profit/charitable organisation meetings, coffee mornings, playgroup, disabled clubs etc.
Frank Wickham Hall **£8.00** per hour, Pavilion **£6.50** per hour

GROUP 2 Private parties, e.g. birthdays, weddings, retirement and commercial bookings such as dance, exercise classes and other bookings which are not covered in Group 1.
Frank Wickham Hall **£18.00** per hour

NOTES:

- All private parties will be charged a £100 deposit which is returnable after the event less any expense caused by the event in the way of damage repairs, extra cleaning, etc.
- All bookings for the main hall carry a minimum £20 charge per session
- All bookings for the pavilion carry a minimum £12 charge per session

BOOKING CONDITIONS

- 1 All bookings to be made with the Booking Clerk. Yvette Davis, 4 Almshouses, Church Hill, Etwall, Derby, DE65 6LW, telephone 01283 346139.
- 2 A confirmation invoice will be issued, and a receipt upon payment. Cheques must be made payable to FRANK WICKHAM HALL CHARITY.
- 3 An advance payment, equivalent to two hours of the hiring fee, is required at the time of booking. Any balance to be paid at least two weeks before the event.
- 4 Cancellation of a booking must be notified to the Booking Clerk at the earliest possible time. In the event of a cancellation of a booking, the advance payment or (if cancellation received within seven days of the event) the hiring fee, will be forfeited, unless a replacement booking for the room is received.
- 5 A booking for the Pavilion **DOES NOT PERMIT** access to the Hall and only Group 2 bookings for the Frank Wickham Hall will be allowed access to the Pavilion if requested at the time of booking, and provided that a previous booking of the Pavilion has not been made.
- 6 Any queries regarding these charges and the conditions of hire should be made in writing to the Clerk to Etwall Parish Council, Mrs. Lynne Gardner, 3 Elmhurst, Egginton, Derbys, DE65 6HQ.