

## Inkpen Memorial Playing Field Pavilion Hiring Charges

**Notes: -**

1. 'Residents' refers to established inhabitants of Inkpen. Residents may not hire on behalf of non-residents.
2. Hall hire includes the use of tables, chairs, electricity, heating and kitchen facilities.

Hall Hire		
<b>Sunday – Thursday*</b>	Standard	£15.00
	Regular Users	£13.00
<b>Friday – Saturday Before 6pm</b>	Standard	£15.00
	Regular Users	£13.00
<b>Friday – Saturday After 6pm</b>	Standard	£17.00
	Regular Users	£15.00
<b>Weekend Hire</b> (per 48hrs – midday Friday to midday Sunday)	Standard	£330
<b>Playing Field Hire **</b>		£45.00
<b>Courts Use</b> (per hour)	Standard	£15.00
	Regular	£13.00

<b>HIRE OF CHANGING ROOMS</b>	£30 per event
<b>LARGE MARQUEE</b>	£75 per day
<b>PROJECTOR HIRE</b>	£15 per session

\* Inkpen 'not for profit' Community groups gatherings £12 for up to 2 hrs then £5 per hour.  
Work/desk space for residents £25 for up 5hrs weekdays only (includes Broadband use)

\*\*Playing field & car park hire for residents is in the form of a donation.

**Booking Hours:-**

- a. Normal booking hours are 8:00 am to 11:30 pm, extendable at the discretion of the management.
- b. The sale of alcohol, subject to licence, to end by 11:30 pm in all cases.
- c. The Hirer is responsible for preventing any nuisance from noise. In particular, it is a requirement that music shall suitably muted and doors and windows closed after 11:00 pm to avoid disturbing neighbours.

**Deposits & Security Bonds:-**

- a. Short period (up to one day), one off or occasional bookings:- full hire fee payment will be required at the time of booking. Regular booking fees must be paid in advance.
- b. Bookings for larger events with long forward notice to be secured with a 25% deposit, and the balance must be received at least 8 weeks' before the event.
- c. Should the hirer later cancel the booking the fee will be forfeit unless the Trustees are able to secure an alternative equivalent hiring.

d. A Security bond of £30 will be required on all events and must be paid at least 14 days before the event. If payment is not received the booking will be deemed to be cancelled. Charges against this deposit will be made for any additional cleaning, repairs or loss replacement if found necessary. This includes the refilling / replacement of fire fighting equipment if used in a non-fire situation, and the non-return of keys (£35 or actual replacement cost).

e. 18th and 21st Birthday party bookings:- A security bond of £200 will be required. Acceptance of these and teenage birthday celebration hire in general will be subject to adequate provision of supervised security and even then will be at the discretion of the Trustees. 18th Birthday Party bookings for non-residents will not be accepted.

All lets are subject to IMPFT Terms & Conditions of Hire.