



PRIORY HALL

Priory Hall Charging Policy as from 5th Sept 2022

Dear Priory Hall User

We recommend that you only use those areas which are essential to your group and avoid entering areas you do not require. We have left sanitising facilities available to our users as we feel this is ‘good practise’ and reassuring for us all so please feel free to use them.

The Committee have reviewed the Priory Hall charging policy (May 2022), our charging rates will take effect from Mon 5th Sept 2022. Our new hire rates are as follows:

Hourly (< 4hrs)	Block bookings			Parties (adult only)	Weekends (all day Sat & Sun)
(Min. 1hr - or ½ hour pro rata after the first hour)	1 session (approx. 4 hrs) <ul style="list-style-type: none"> • am <i>or</i> • pm <i>or</i> • eve 	2 sessions (approx. 8 hrs) <ul style="list-style-type: none"> • am & pm <i>or</i> • pm & eve 	3 sessions (approx. 12 hrs) <ul style="list-style-type: none"> • am, pm & eve 	Full evening with access from 5.30/6pm	Optional additional Fri afternoon/eve = £50 Total = £250
£15	£50 (no deposit req'd)	£75 (Deposit = £20) see p2 for details	£100 (Deposit £30) see p2 for details	£90 (Deposit £20) see p2 for details	£200/£250 (Deposit £50) see p2 for details

N.B. All rates include the use of both rooms, the kitchen (if required) and any light cleaning.

- Weddings and large w/e events (12 noon Fri to 5pm Sun) = £300 (this includes a service charge of £50 to cover additional hall costs). A deposit of £100 is required.
- For events held **as fundraisers** for registered charities a 50% discount will be applied to hire rates.

For standard hire reasonable setting up/clearing up time will be allowed at no extra charge - generally 15-30 mins. pre and post activity wherever possible - if longer is required we will do our best to accommodate you provided the hall has not been booked **so it is important to put your access time on the booking form.**

- **DISCOUNT POLICY.** Regular weekly users who make a minimum of six weekly bookings will receive **10% discount** (rounded up to nearest £) – **subject to payment within 30 days of receiving the invoice.**
- **Block bookings** may be useful when considering one-off workshops or extended sessions and offer better value. A deposit is required (2 or more sessions only) and **any deposits taken for block bookings will be deducted from the final invoice subject to our T’s & C’s** (see page 3).
- Payment details can be found on page 2 of this document.



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When hiring the Priory Hall for the following sessions a deposit is required, the booking will be confirmed on receipt of the deposit. (T's & C's apply – see page 3).

NOTE:

No deposit is required for bookings up to and including 4 hours or for registered charity fundraising events.

2 sessions (approx. 8 hrs)	Deposit £20
3 sessions (approx. 12 hrs)	Deposit £30
Adult party	Deposit £20
Weekend	Deposit £50
Wedding	Deposit £100

IMPORTANT: Please note *Payment in cash cannot be processed. BACs or cheque only please.*

If paying by BACs (**preferred**), payment should be made to:

Priory Hall Much Wenlock (*N.B. not 'Much Wenlock Priory Hall'*)

Account No. 53585689

Sort Code: 20-53-22

Please include your invoice number/name as a reference.

Whilst not essential, when using this method, it would be very helpful if you could notify us when the deposit has been paid.

If paying by cheque, this should be made payable to **Priory Hall Much Wenlock** and delivered to:

Priory Hall Treasurer

12, Stretton Road

Much Wenlock

Shropshire

TF13 6AS

Please mark the envelope **PH Bookings** and include your surname as a reference.

Thank you for your booking.

Kind regards

Di Theobalds.

Di Theobalds - Priory Hall Bookings Secretary (on behalf of PHMC)

Priory Hall Bookings Terms and Conditions

Completion of a booking implies acceptance of our T's & C's

The hirer will make every effort to ensure that the Priory Hall is left in a clean and tidy condition and to the satisfaction of the Committee following the booked event. The Committee reserve the right to add additional charges to the cost of the hall hire if cleaning, repairs or replacement of any damaged fixtures or fittings are required as a consequence of misuse/negligence on the part of the hirer.

Whilst we welcome a wide range of activities, when there is an event booked involving music and noise that will be evident in the Bull Ring and maybe further afield (e.g. a wedding, musical event or party) we require users to identify this in the booking process so that we can advise local residents who are usually understanding. Additionally, during COVID, doors have been required to be open to allow for adequate ventilation and consequently the impact of any noise has been more pronounced, although this is no longer a requirement, we do ask all hirers to be sensitive to those living near the hall and, as part of the booking process, consider whether the activity you plan to undertake is suitable for the venue and its residential surroundings if adequate controls cannot be put in place.

And where it applies ...

Safeguarding children, young people, and adults at risk (only applies to clubs and activities but not to private parties)

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Please see hall noticeboards and our website for latest information.

Thank you for your understanding.

Priory Hall Management Committee.