



PRIORY HALL

Priory Hall Charging Policy as from 1st Sept 2025

Dear Priory Hall User

The Committee has reviewed the Priory Hall charging policy (March 2025); our new charging rates will take effect for any events occurring from Mon 1st Sept 2025 onwards until further notice. Our new hire rates are as follows:

Hourly rate	Block bookings			Adult Parties & Full Weekends		
(< 4hrs)	1 session (Approx. 4 hrs)	2 sessions (6 - 8 hrs)	3 sessions (Approx. 12 hrs)	Adult Eve Parties (Fri or Sat, only)	All day Sat & Sun (am, pm & eve) <i>Finish 6pm Sunday</i>	All day Fri, Sat & Sun <i>Finish 6pm Sunday</i>
Min. 1hr thereafter ½ hour pro rata	am or pm or eve	am & pm or pm & eve	am, pm & eve	Full evening with access from 5.30pm*	<i>Optional additional Fri afternoon/eve = + £60 Total = £360</i>	Larger w/e events including weddings
£16.50	£60 (no deposit req'd)	£100 (Deposit = £25) see p2	£150 (Deposit = £50) see p2	£120 (Deposit £30) see p2	£300 (or £360) (Deposit £100) see p2	£420 (Deposit £120) see p2

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

For all hire, 30 mins. pre and post activity setting up/clearing up time is included and will be allowed at no extra charge. If longer is required, we will do our best to accommodate you provided the hall has not been booked but this will be charged at our hourly rate pro rata. **It is therefore important to indicate your access / exit times as part of the hire period.**

*If access earlier than 5.30 is required for adult parties this will be charged at the hourly rate pro rata. Children’s parties are charged at the hourly/block booking rates. Most weddings require a day to prep the hall and a day to clear up post event.

For events held **as fundraisers for registered charities** a 50% discount will be applied to hire rates.

- **DISCOUNT POLICY. Regular weekly users only** who make a minimum of six weekly bookings will receive **10% discount** – **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. See p3 for our T’s & C’s.



PRIORY HALL

Priory Hall Charging Policy as from 1st Sept 2025

PAYMENTS

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). Final payment will be requested via invoice which will be sent post event.

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 £25
3 sessions (approx. 12 hrs)	Deposit £50
Adult party	Deposit £30
Weekend (Sat & Sun)	Deposit £100
Wedding (Fri, Sat & Sun)	Deposit £120

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.

When using BACs it would be very helpful if you could notify us when any 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 / invoice number as a reference.

Thank you for your booking.

Kind regards

Diane 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 (see separate doc. for full details).

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 reserves 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 possibly 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, when doors are left open to allow for adequate ventilation, the impact of any noise will be more pronounced. We ask all hirers to keep doors closed whenever possible and to be sensitive to those living near the hall. **Therefore, as part of the booking process, please consider whether the activity you plan to undertake is suitable for the venue and its residential surroundings especially if adequate controls cannot be put in place.**

'Soft Play' inflatables for children.

The Committee approves these under the following conditions:

- Users must ensure that the item is properly set up and supervised by an adult at all times for the safety of the children and bystanders.
- The item cannot easily tip over.
- It must be placed away from obvious hazards – e.g. fire extinguishers/furniture etc.
- The hall will not be responsible for any injuries whatsoever caused by the use of the bouncy castle/soft play item.
- Any hall damage as a consequence of its use will be covered by the hirer.
- Plugs and cables need to be well out of reach of children.

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.