

Horning Village Hall/Mill Suite

Hire Charges and other Matters.

The hiring of the Village Hall & Mill Suite is based on 3 four-hourly sessions daily. This gives hirers adequate time to prepare for their session and to clear up afterwards. The sessions for each venue and their current hire charges as of the 1st August 2024 are set out below.

Main Hall

The maximum capacity of the Main Hall seated or for dancing is **190** persons.

For organisations within the parish of Horning, the charges for use of the village hall are as follows: –

Main Hall	0900 to 1300	1330 to 1730	1800 to 2200
Sunday to Thursday	£30.00	£30.00	£30.00
Friday	£30.00	£30.00	£48.00
Saturday	£30.00	£30.00	£59.00

Extensions up to midnight, by arrangement

If the kitchen is used, there will be an additional charge as follows: –

For casual hot drinks and/or for a buffet/cold meal (Cold Kitchen) there will be a charge of £7.

For a hot meal (Hot Kitchen) the charge is £22.

Where the hire is for a “closed” group i.e. for a group with a finite membership such as a class or club, casual use of the kitchen for the supply of hot beverages only, without charge to the recipient, will be included in the hire charge. Where the hire is “public” i.e. the hire is open to the public or to a group which has no defined membership, or where there is a charge to the recipient, then the above charges for kitchen use will apply.

Please note that for non-village organisations and hirers, there will be a surcharge of £10 per session.

Mill Suite

The maximum capacity of the Mill Suite is **50** persons.

Mill Suite	0900 to 1300	1330 to 1730	1800 to 2200	Extn to 2359
Monday to Sunday	£20.00	£20.00	£20.00	By Arrangement

Where the hire is for a “closed” group i.e. for a group with a finite membership such as a class or club, casual use of the kitchenette for the supply of hot beverages **only, without charge to the recipient,** will be included in the hire charge. Where the hire is “open” i.e. open to the public or to a group which has no defined membership then the use of the kitchenette in the Mill Suite will be charged at £7 per session

Please note that for non-village organisations and hirers, there will be a surcharge of £10 per session.

D Evans
Treasurer, Horning Village Hall Trustees
20 June 2024.

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AT END OF HIRING SESSION PLEASE LEAVE HALL IN GOOD ORDER READY FOR NEXT USER(S)

Kitchen

1. Check Tea Urns and Kettles have been switched off and unplugged.
2. Check Hot Water Boiler is switched off.
3. Check Fridge, Freezer and Chiller are switched off.
4. In the Main Hall, make sure that the Kitchen Hatch is Closed.
5. Rubbish is collected in black sack and placed in outside rubbish skip.

Toilets

1. Check all taps and lights are off.

Main Hall/Mill Suite

2. Chairs left singly round hall and not in front of stage or fire exits.
3. Tables, if used, are wiped and put back in store room/back room in Mill Suite.
4. Fan off.
5. Heating stat is turned back to 13°C or turned OFF in Mill Suite.
6. Sweep floor, brooms are in centre store room opposite kitchen.
7. All lights are switched off.

Doors

1. Check all outside doors which have been used are locked and, if you are not a key-holder, put **KEY** through front door letterbox.