



THE MANDEVILLE HALL, KIMBOLTON

Registered Charity No. 302646

BOOKING INSTRUCTIONS & CHARGES

All bookings are subject to the Terms and Contract of Hire Agreement and the Health & Safety Policy which have been sent to you or can be found on the hall website.

Prior to completing the booking form, to check availability for your selected dates/ times and to confirm any proposed 3rd party entertainment or equipment, please contact:

Booking Secretary: Tele: 07367 783886 or email: enquiries.mandevillehall@gmail.com

Once we have verbally confirmed that your selected dates/ times are available please complete the appropriate booking form and return to:

The Booking Secretary, 35 Thrapston Road, Kimbolton, PE28 0HW ensuring that you enclose the £10 booking fee (cheques made payable to "Mandeville Hall"). A Booking fee is not required for Regular User Groups. No bookings are fully confirmed until the Booking Form and £10.00 Booking Fee have been received. **An invoice will be sent to you and final payment must be made no later than 14 days prior to the event. Regular User Groups will be invoiced on the 1st of each month and payment must be received within 14 days of issue.**

Please also ensure that you read and fully understand the Terms and Contract of Hire Agreement and the Health & Safety Policy.

The use of any 3rd party entertainment or equipment for your event must be authorised in writing by the Committee in advance of your booking. In particular the use of Bouncy Castles and similar equipment is prohibited inside the hall.

Note: Out of Area bookings (i.e. not Kimbolton & Stonely Parish) for Children's parties must finish no later than 9.00pm.

Any questions regarding the use of the bar or the type of entertainment proposed should be addressed to the Designated Premises Supervisor – Stan Rhodes on 07367 783886

Upon exiting the Hall casual users are required to complete the Exit Check List. This will be sent to you with your invoice or provided by the Trustee dealing with your event on the day. The check list must be completed and given to the Trustee dealing with your booking or your deposit will not be refunded.

Please note that you will need to bring plastic bags for any rubbish/bottles etc which must be taken away from the hall for disposal.

It is the responsibility of ALL users to ensure that the hall is left in a clean & tidy condition.

The deposit will be refunded within 7 days after the date of the event, subject to the Terms & Contract of Hire Agreement.

Please see the Terms & Contract of Hire Agreement for our cancellations policy.

MANDEVILLE HALL CHARGES

Booking Fee: a £10.00 booking fee is required for all ad hoc bookings (non-refundable).

Hire Charges (Each Hall):

£ 9.00 per hour: local community groups, non-commercial
(Defined as: Regular booking same time/day each week/month and a minimum of 10 sessions per annum)

£ 13.00 per hour: Parish of Kimbolton & Stonely residents - ad hoc bookings

£20.00 per hour: out of area ad hoc bookings

£13.00 per hour: Commercial user groups

(Defined as: Regular booking same time/day each week/month and a Minimum of 10 sessions per annum)

£25.00 per hour: Commercial ad hoc bookings

Note: All bookings are subject to a minimum of 2 hours and only complete hours can be booked e.g. no half hour slots or other

Parties: **Main Hall:** a minimum charge of £75.00 will apply to all parties

Community Hall: a minimum charge of £60.00 will apply to all parties.

Additional Charges:

Bar Hire (Main Hall only): £100.00 (for all bookings)

Audio/Video System Hire (Main Hall only): £25.00 (for all bookings)

Dinner Service Hire: £25.00 (100 place setting)

The Music License fee: £ 10.00 (per session)

This applies to public use of music or recordings at parties, plays, concerts, dance/discos etc.

Deposits against breakages, damage or extra cleaning (refundable subject to the Terms & Contract of Hire Agreement)

- Disco's/Events using the Bar £200.00
- All other parties £100.00
- All other bookings £50.00

Note: If additional cleaning is required this will be charged at £20.00/hr subject to a minimum of 2hrs.