CHARGES FOR HIRE OF ROOMS IN THE TOWN HALL

THE DEVONSHIRE ROOM (Downstairs hall & kitchen) **or** **THE MOYEUVRE-GRANDE SUITE** (Upstairs hall & kitchen)

Rate per hour Mon - Thurs (day & night)	£10.00
Rate per hour Friday & Saturday (day only)	£10.00
Fixed rate for Friday & Saturday nights (6.30 - 11.45 pm)	£75.00

Plus £75 Damages bond (£25 for Childrens Parties).

SUNDAY BOOKINGS - Rate per hour £11.50

BUSINESS RATE - Hire of halls - £20 per hour
Council Chamber - £10 per hour

COUNCIL CHAMBER / MEDWAY ROOM £5.00
(Snodland Groups only - FREE)

Any special circumstances are to be referred to the Clerk.

1. THE ABOVE RATES APPLY TO SNODLAND RESIDENTS.

2. THE CHARGE TO NON-RESIDENTS WILL BE INCREASED BY 20%.

3. VAT AT A RATE OF 20% WILL BE ADDED WHERE KITCHEN UTENSILS ARE TO BE USED.

4. BOOKING FORM, AGREEMENT FORM AND A DEPOSIT OF AT LEAST 25% OF THE TOTAL CHARGE MUST BE RECEIVED BEFORE A BOOKING IS CONFIRMED.

5. ANY BALANCE MUST BE PAID AT LEAST TWO WEEKS BEFORE THE EVENT.

6. CHARITY GROUPS – ONE OFF BOOKING - 25% REDUCTION
BULK BOOKINGS - 50% REDUCTION

DAMAGES BOND
CASH - TO BE RECEIVED AT LEAST 14 DAYS BEFORE THE BOOKING DATE.
CHEQUE - WILL BE BANKED AND **MUST** BE RECEIVED AT LEAST **14 DAYS** BEFORE THE BOOKING DATE.

CONTACT THE COUNCIL OFFICE ON 01634 240228, FAX 01634 246317

IF YOU HAVE ANY QUERIES.

January 2010