

JUBILEE HALL REGULAR BOOKINGS & AVAILABILITY – 2019

Day	Time	Graham Clarke Room (Large Hall)	Memorial Hall (Small Hall)	Office
Mon	10-11.30	Nowich Yoga		
	11.30-2.00			
	2.30-4.00	Not available	Not available	Doctors Surgery
	4.00-5.30			
	6.30-8.30	Salhouse Guides	Not available	
	7.00-10.00	W.I - 2 nd Monday only	6-30-8.00 Salhouse Guides	
	6.30-8.00	Salhouse Guides	7.30 Parish Council – 1 st Mon. only	
Tues	9.00-10.00	Not available	Bee Bop (0-5yrs)	
	10.30 -12.00			
	12.00-3.00	Ping pong	Ping pong	
	3.30-5.00	2 nd Salhouse Brownies	Rainbows	
	5.30-7.15	1 st Salhouse Brownies	Not available	
	7.30-9.30	Pilates	Quiet bookings only	
Wed	10-11.30	Norwich Yoga		
	11.30-2.00			
	2.00 - 4.30		WI Craft Group 1 st Weds only	
	2.00 - 4.30	Tea & Mardle 3 rd Weds only		
	5.30 - 6.30	Salhouse Beavers	Not available	Not available
	6.45 - 8.15	Salhouse Cubs	Not available	Not available
	8.30-11.00			
Thurs	9.30-12.00	Mother & Toddlers	Mother & Toddlers	
	12.15- 2.15	Hester Yoga		
	2.30-5.00			
	5.00-6.30	Norwich Yoga		
	7.00-9.00	Salhouse Scouts		
	7.15-9.15			
Fri	9.00-12.00			
	12.00-4.00			
	4.30 - 7.00	Broadland Youth Choir	Broadland Youth Choir	Not available
	7.30-11.00			
Sat	All day			
Sun	All day			

Updated: 21/09/18

To book available rooms (shown as shaded areas), contact Booking Officer, Mrs. Pat Barnes, between 9.00am and 6.00pm, Monday to Friday (9.am-12noon Sat) on 01603 720466

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Tariffs:

Graham Clarke Hall and use of kitchen	- £9.00 per hour
Memorial Hall and use of kitchen	- £6.00 per hour
Both halls and kitchen	- £12.00 per hour
<u>All the above subject to a minimum booking period of 2 hours</u>	
Office (meetings only)	- £6.00 per session

Occasional Events:

Children's Parties - up to 3 hours <u>all facilities</u>	£30.00
Sales* - up to 6 hours <u>all facilities</u>	£35.00

* **to include nearly new sales, craft fairs and similar charity fund raising activities – bookings will not be taken for these type of activities on consecutive weekends.**

General Hiring Conditions.

Hirers are permitted up to 30 minutes at the end of each session to clear away at no charge - no time is allowed prior to sessions for setting up. For exclusive guaranteed access for setting up a charge at 50% of standard rate will be payable. Access to the premises will be permitted up to 2 hours before major events, where the hire period is in excess of 3 hours, provided there is no conflict with other potential hirers. Unless previously agreed with an officer, functions must conclude at 11.00pm. The Hirer is allowed until 11.30pm to clean and tidy the Hall. If the premises are not vacated by this time, there will be an additional charge of £20.

The committee reserves the right to cancel any booking if operational circumstances require it. Hire charges will be payable unless 7 days notice of cancellation is given to the booking officer (this includes regular users).

Regular Users

Regular non-commercial users will be entitled to cumulative discounts on the standard charges. To qualify they must use the hall for a minimum of 30 weekly or 9 monthly sessions each year.

Where the nature of the activity prohibits multiple bookings, the user rate will be calculated based on the hire charge for both main rooms, even if only one of them is used.

NB - time added to current regular session will qualify for discount – bookings at all other times will be charged at standard rates.

Commercial Bookings

Lettings for commercial purposes (including use for council business and as a polling station) will be charged at 1½ x standard rate.

NOTICEBOARD - Hirers are permitted to use the internal and external notice boards to display one A4 (max) advertisement/poster for the duration of their period of hire only.

DEPOSIT - Please note we no longer require a cheque deposit of £50 to hire Salhouse Jubilee Village Hall. **However, hirers will be liable for any major damage resulting from improper use of hall facilities.** The hall is checked after bookings to ensure no damage has been caused. Thank you for looking after these facilities and keeping them in good condition for all future users.

GDPR- Salhouse Village Hall uses personal data for the purposes of managing the hall, its bookings and finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall insurers. We do **NOT** share your details with any other organisations. If you would like to know more about how we use your data or want to see a copy of information about you that we hold, please contact the Secretary.

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Storage Facilities Limited space is available for storage of user's equipment and will be allocated at the committee's discretion. In general priority will be given as follows:

1. Salhouse Jubilee Hall
2. Regular Users – village organisations
3. Regular user – non-village organisations
4. Others

Indoor Storeroom	- £2.00 per week
Outdoor store	- £1.00 per week
Locker or approved cabinet	- £0.50 per week

Rules relating to storage:

- There is no automatic entitlement to storage facilities
- Charges will be levied in accordance with tariff and payable quarterly in advance
- Storage space is let on a short-term basis only (3 months notice by either party)
- Loose storage is not permitted – the committee reserve the right to remove loose items from the premises without notice
- No cabinets, lockers etc are to be brought onto the premises
- Lockers should be kept locked – users to provide a suitable padlock and supply a duplicate key to the committee
- The committee does not accept responsibility for the contents of any storage facility or for user equipment on the premises. Users should make their own arrangements to insure their property if they consider it appropriate
- In the event of any dispute the committee's decision will be final