

SPROUGHTON TITHE BARN – HIRE CHARGES

FROM 1ST JANUARY 2019

THIS DOCUMENT IS FOR OFFICIAL COUNCIL USE ONLY

and forms part of the Council's Booking Process

Sproughton Residents & Clubs

	Mon – Thurs Morning or Afternoon	Mon – Thurs Evening	Fri – Sun Morning or Afternoon	Fri – Sun Evening
Main Barn Area	£43	£65	£65	£115
Main Barn, Kitchen & Barley Room (1)	£52	£80	£75	£129
Barley Room & Kitchen (1)	£26	£41	£26	£41
Barley Room only (2)	£23	£36	£23	£36

Sproughton Residents and Clubs run for the benefit of Sproughton Residents and making regular bookings enjoy the discounted rate to recognise their/their members support of the upkeep of the Barn through the Precept.

Non Residents and organisations which do not contribute to the Precept will be asked to pay the non- residents' rates.

Non Residents

	Mon – Thurs Morning or Afternoon	Mon – Thurs Evening	Fri – Sun Morning or Afternoon	Fri – Sun Evening
Main Barn Area	£86	£130	£130	£232
Main Barn, Kitchen & Barley Room (1)	£106	£159	£150	£258
Barley Room & Kitchen (1)	£52	£82	£52	£82
Barley Room only (2)	£46	£70	£46	£70

(1) Rates assume the kitchen will be required for light refreshments only. If 'full' catering facilities are required there will be a supplementary charge of £20 per booking. When the kitchen is included, the price includes use of our crockery and cutlery. The kitchen is registered with Babergh District Council. Where food is to be sold, the Hirer must ensure the individual or organisation operating the 'food business' is Registered and complies fully with the requirements of current food hygiene legislation.

SESSIONS

The session times below may be used as a guide when there are grounds to believe amendments to timings would not compromise possible bookings for adjacent sessions. This may well be a difficult call to make and therefore the decision of the Clerk in this matter will be final and supported by the Council.

Morning Session 08:00 to 12:00
Afternoon Session 13:00 to 17:00
Evening Session 17:00 to 23:00

Adjustments will need to be incorporated for Sunday mornings as access which may lead to disturbance to neighbouring properties will not be permitted before 10:00am.

MAIN BARN ONLY

The hire charge (both full and discounted) includes the use of the Main Barn area, tables and chairs.

A £25 non-returnable deposit (or full booking charge if less) will be due at the time of booking confirmation. The balance will be due 21 days before the event.

MAIN BARN, KITCHEN & BARLEY ROOM

The hire charge (both full and discounted) includes the use of the Main Barn area, Barley Room and kitchen and the use of the tables and chairs.

A £25 non-returnable deposit (or full booking charge if less) will be due at the time of booking confirmation. The balance will be due 21 days before the event.

BARLEY ROOM AND KITCHEN

The full booking charge is payable at the time of confirmation of booking.

WEDDING RECEPTIONS/CIVIL CEREMONY RECEPTIONS

The hire charge will be **£580** for Sproughton residents and **£1,050** for non-residents. The charge will include full; use of the Main Barn, kitchen and Barley Room, and tables and chairs on:

Friday	18:00 to 22:00
Saturday	08:00 to 23:00
Sunday	10:00 to 14:00

A £200 (£75 residents) non-returnable deposit will be due at the time of booking confirmation. The balance will be due not less than 6 weeks before the event.

CLUBS

Clubs may book less than a full session. In such cases they should be;

- Charged the hourly rate, plus a supplement of £5 to cover the cost of the Warden opening and closing the premises (not applicable for clubs with a key holder agreement)
- Be advised that if they require less than the session, in the unlikely event that we receive a booking for a session which would require their slot, then they would be asked to re-schedule, unless of course they wished to pay the session rate.

ADDITIONAL ITEMS

Setting up and taking down tables and chairs; £50

Where alcohol is to be sold, a fee of £20 is payable for use of the Premises Licence.

The Main Barn Area accommodates

120 seated at tables 300 seated audience 300 dancing only 150 mixed tables/chairs/dancing

The Barley Rom accommodates 30 seated or 50 standing

BOOKINGS

In all cases, premises are to be left clean and tidy. Any breakages must be reported to the Parish Clerk and will be expected to be paid for. Only weddings (or regular bookings) may be booked up to 2 years in advance.

CHARGES FOR 2019 WILL REMAIN THE SAME AS FOR 2018, CHARGES FOR 2020 WILL BE REVIEWED