

ST GWENFAEN'S HALL ENTERPRISE

2018

1. Introduction

Bookings will be for the whole building, including the main hall (6m x 12.6m). All bookings include use of the kitchen and toilet facilities and of the tables, chairs, cutlery and crockery – for up to 60.

Use of the hall is charged by the hour or by the day – see section 2. The hours booked should include the time needed for setting up and clearing/cleaning. A deposit is payable when a reservation is made – see section 4. The grounds may be used for a marquee – see section 6. To avoid disturbance to neighbours the hall may be used only between 8.00 am and 11.30 pm.

2. Hourly charges

There are two levels of hourly charge, depending on the type of the event.

Private events (eg meetings) or by invitation only, including parties and celebrations, commercial meetings or events.
--

£12 per hour

Parties: £150 maximum per day – 8.00 am to 23.30 pm

Weddings: £200 per day

3. Deposit and late cancellation charge

A deposit of £25 is payable when a reservation is made for the main hall. The £25 deposit is charged for each occasion, or day, for which the hall is booked. £100 deposit is to be paid for weddings.

The deposit is additional to the hire charges, but is returnable as follows.

- a) The deposit will be returned in full within seven days after the event, providing the hall and its garden, and contents have been left clean and tidy and in place as found, and there has been no damage, nor breakages.
- b) If a booking is cancelled more than 28 days in advance, the deposit will be returned. The whole deposit will be retained if a booking is cancelled 28 days or less before the date that has been booked.

4. Marquee

There is space on the lawn next to the hall for a substantial marquee. French windows open directly from the main hall onto this lawn, so that it is possible for guests to walk directly from the hall to the marquee. **We do not have a marquee of our own** – but we can provide details of hire companies. We charge £50 per day while you are using the hall - for erecting a marquee in the garden

ST GWENFAEN'S HALL ENTERPRISE

5. Cleaning

A charge will be added to the hire cost for wedding and private parties for cleaning after the event. However, where the cleaning charge is added, the hirer is still expected to put the furniture back in place.

6. Alcohol and music

It is the hirer's responsibility to take out any licence required for the SALE of alcohol, playing of music etc. Hire Agreement and licence applications should be signed by individuals aged 25 years or older and a minimum of 3 adults, preferably parents, should be available on the premises at parties attended predominately by teenagers, which is also subject to a £200 deposit.

Other terms and conditions

Hirers are expected to leave the hall clean and tidy, as detailed in the checklist provided with the booking form. This includes washing up and drying crockery and cutlery etc. The booking should include time for setting up cleaning and clearing up. Any over run will be charged for. If the hall is not clean and tidy (as per the check list) the cost of cleaning will be taken from the deposit. This does not apply to weddings, evening parties or similar private functions for which a charge will be added to the hire charge for cleaning after the event.

Anglesey County Council have strict recycling regulations. A separate sheet will provide further information.

Please read these carefully before making a booking. To make a booking please sign the form and return it, with the deposit to: Edna Aldred, Rectory Cottage, Rhoscolyn, Holyhead, Anglesey, LL65 2SQ, Telephone: 01407 861388. Alternative telephone numbers for enquiries about the hall are: 01407 860569.