



HIRE CHARGES

from September 2023

See also www.empirehall.org.uk/booking

All hirers should be familiar with and adhere to Empire Hall's Conditions of Hire (see www.empirehall.org.uk/booking.shtml)

Total hire charges will be verified by the Booking Secretary at the time of booking.

DAILY RATES		
Main Hall plus Kitchen and/or Kennedy Room ⁵		
	For locals ¹	For non-locals ²
Daytime (10am-6pm)	£160	£200
Evening (6pm-11pm)	£125	£150
Whole day (10am-11pm)	£275	£340
Garden		
Any hire involving use of the garden (eg a wedding reception or children's party) will need to have full details agreed by the Bookings Secretary in advance and an additional charge may then be applied.		
HOURLY RATES		
	For locals ¹	For non-locals ²
Main Hall ³		
Daytime (10 - 6pm)	£15	£20
Evening (6pm-11pm) ⁴	£20	£25
Main Hall plus Kitchen and/or Kennedy Room ⁵		
Daytime (10 to 6pm)	£20	£25
Evening (6pm-11pm)	£25	£30
Committee Room		
Daytime (up to 6pm)	£12	£16
Evening (6pm-11pm)	£18	£22
Garden		
Any hire involving use of the garden (eg a wedding reception or children's party) will need to have full details agreed by the Bookings Secretary in advance and an additional charge may then be quoted.		
LONG-TERM RATES ⁶		
Regular users may be eligible for special rates. See note ⁶ on next page/overleaf.		
REFUNDABLE DEPOSITS ⁷		
All local private hires	25% of hire charge to secure booking	
All non-local hires	30% of hire charge to secure booking	
Use of glassware, crockery, cutlery, table linen, dish towels etc ⁸	£25	
ADDITIONAL CHARGES		
Sale of alcohol: see Conditions of Hire, page 1, Section 3 (Licence)	£30	
Playing of live music: See Conditions of Hire, page 3, Section 4 (PRS licence)	£20	
HIRE OF CROCKERY, CUTLERY, TABLECLOTHES, TABLES FOR EVENTS OUTSIDE THE HALL ⁸		
Tea service (cups, saucers, tea plates, teaspoons, knives, tablecloths)	£15	
Dinner service (as for tea service plus dinner plates, dessert bowls, forks, dessert forks)	£30	
Folding, Formica-topped tables (22 available, each seating up to six)	£5 each	
Trestle tables (12 available, each seating up to 14)	£7 each	
The Empire Hall does NOT hire out its chairs or glasses for events outside the Empire Hall.		

Notes

¹ The "local rate" will normally be charged to hirers who live in Graffham or East Lavington or to a Graffham club or organisation.

Continued on next page/overleaf

² The “non-local” rate will be charged to all hirers who live outside Graffham or East Lavington or to a club or organisation from outside these villages.

³ The Main Hall includes the Main Hall area (ie audience seat/dancing area) plus Stage and Toilets.

⁴ The hourly evening rates for one-off bookings of the Main Hall will usually apply for a maximum of 1 hour as longer sessions usually make it impracticable for it to be hired during the same evening to other hirers.

⁵ Main Hall, Kitchen and/or Kennedy Room includes the Main Hall area (ie audience seat/dancing area) Stage and Toilets, plus the Treatment Room, Committee Room (unless they have been previously separately booked). If the hirer requires the Kennedy Room, this must be noted on the booking form as a separate key is required to gain entry to this area.

⁶ Regular users of the Empire Hall – hiring any of its rooms at least once a week for at least six months in any calendar year – may be eligible for special rates, determined by the Management Committee and subject to periodic review. Such arrangements cover only the rooms and days/times specified at the outset – any additional usage will usually be charged at the regular daily or hourly rates. Ask the Booking Secretary if you think you may be eligible.

⁷ Deposits when taken will be used to cover any damages or loss to the Hall (eg extra cleaning expenses). When no damages or loss to the Hall is incurred (eg no extra cleaning required), deposits will normally be refunded to the Hirer after the event.

⁸ The Empire Hall has glassware, crockery, cutlery and tablecloths for up to 80/90 people. The hirer must request their use at the time of booking. The hirer is responsible for returning them clean or laundered and ironed (as appropriate), returned where they were found, ready for use by the next hirer, and to report any breakages to the Booking Secretary. The cost of replacing any breakages will be deducted from the refundable deposit. Please see the hire agreement for details and procedures relating to glassware, crockery, cutlery and tablecloths etc.

WHAT IS INCLUDED FOR ALL HIRERS

a) No extra charges are made for “normal” use of heating, lighting, hot water, power for cookers or caretaker cleaning. Heating requirements must be agreed with the Booking Secretary. If the hirer requires significant amounts of heating during preparation time, this may entail an additional charge.

b) Use in the Empire Hall of tables and chairs, so long as they are returned to where they were at the start of the hire period.

c) Use in the Empire Hall of glassware, crockery and cutlery along with dish cloths and tablecloths, although their use is subject to a £25 deposit, which must be lodged with the booking secretary at the time of booking, to cover breakages or additional cleaning. All items to be returned to where they were found at the start of the hire period. See also note ⁷ above.

d) Some stage lighting is available. Should this be required, this should be noted on the booking form at the time of booking so the hirer can be shown how to use it.

CANCELLATIONS AND EXCLUSIONS

Cancellations more than a week in advance of the event will usually be charged 25% of the hire charge. Cancellations at less than a week in advance of the event will usually be charged at 50% of the hire charge.

Teenage parties are not allowed in the hall.

Bouncy castles are generally not permitted for insurance reasons (“Obstacle Course” inflatable excepted) .

Other: Any hirer that appears to fall outside any of the preceding definitions will be appraised and quoted individually.

ANY QUERIES?

Contact bookings@empirehall.co.uk

