



**QUAINTON MEMORIAL HALL**

**PRIVATE HIRE CHARGES EFFECTIVE FROM 1 July 2022**

(COMMERCIAL HIRES Additional charges may be payable for commercial hires, at the discretion of QMH)

*(Please ensure you include sufficient time for setting up and clearing up in the booking period)*

	PARISH*	NON PARISH
<b>MAIN HALL (including kitchen)</b>		
<b>REGULAR BOOKINGS (Day or evening)</b>		
Regular Users and Quainton Village Groups/Clubs (eg. sports, keep fit, craft clubs, social clubs, music groups)		
<b>Up to 3 hours</b> (day or evening)	<b>£23</b>	<b>£30</b>
Additional hourly charge	£5	£10
<b>One hour sessions</b>		
(subject to availability) Day or Evening	<b>£15</b>	<b>£20</b>
<b>DAY TIME bookings</b>		
<b>(parties of over 50 guests may incur extra charges)</b>		
<b>Minimum 3 hours session</b>	<b>£45</b>	<b>£60</b>
additional hourly charge <b>before</b> 6pm	£15	£20
additional hourly charge <b>after</b> 6pm ( <b>maximum 1 hour</b> )	£20	£30
<b>EVENING BOOKINGS</b>		
<b>(MAIN HALL and SERVERY <u>starting after 6pm</u>)</b>		
Quizzes and similar events	<b>£100</b>	<b>£150</b>
Parties, dances, discos	<b>£150</b>	<b>£250</b>
<b>CONFERENCE ROOM</b>		
<b>Minimum 3 hours</b>	<b>£18</b>	<b>£30</b>
Additional hourly charge	£6	£10
<b>ALL FACILITIES, ALL DAY</b>		
e.g. weddings, large celebrations	<b>£300</b>	<b>£475</b>
<b>Weekends set up and clear up</b>		
Early access for Setting up, Friday 1pm onwards,	£50	£50
Clear up until Sunday midday, 12pm	£50	£50
<b>INTERVIEW ROOM</b>		
Per session – price on application	Please ask	Please ask
<b>OTHER BOOKINGS:</b>		
Elections	£220	N/A

\*PARISH RATE applies to hires by residents of Quainton Parish for personal use, or where it can be shown clearly that the majority of users within the hire are themselves residents, or the hire is beneficial to Quainton residents.

**Charges to be paid in full when the booking is confirmed, unless agreed otherwise.  
Keys or the code for the key safe will be available only if the hire charge has been paid.**

### **CANCELLATION CHARGE**

**QMH reserves the right to make the following charges for cancellation:**

- For cancellations **more than 1 month** in advance of the event, there is no charge and any deposit paid will be refunded in full-
- For cancellations **more than 7 days but less than a month** in advance of the event , a charge of 50% of the hire charge is made, offset by any deposit already paid.
- For cancellations **within 7 days** of the event, a charge of 75% of the hire charge is made, offset by any deposit already paid.

In each case, any cancellation charges made will be reduced by the value of any alternative income achievable on re-letting the space

Regular users – to avoid cancellation charges please notify the booking clerk in writing or by email of any cancellations at least 24 hours before the hire. QMH will use discretion in levying fees made for notification of cancellations made after this time.

### **DEPOSITS**

Weddings, and large parties  
(to be paid at time of booking)

£250

All other hires, including use of acoustic equipment  
(to be paid at time of booking if required by QMH)

£50 (discretionary charge)

### **Notes**

**All hires are at the discretion of Quanton Memorial Hall and its management committee.**

Parish rate applies to hires by residents of Quanton Parish (as defined by the electoral register) for personal use or where it can be shown clearly that the majority of users within the hire are themselves residents.

Main Hall hire includes use of the kitchen and in the case of evening events and trade shows/training days use, when required, of the servery/bar.

The kitchen will be available to Conference Room hirers at no extra charge at times when not in use by Main Hall users. In instances where the kitchen is in use, Conference Room users may use the tea and coffee making facilities in the servery.

### **Additional charges**

Call out of hall staff to reset the fire panel/kill fire bells through a false alarm howsoever caused (note the use of smoke machines in the main hall and (illegal) smoking in the toilets will cause the alarms to go off)

£25

**Additional function services (subject to availability)**

**Furniture Hire**

Hire of trestle tables	Per table	£2
Hire of polypropylene chairs	Per chair	£0.75
Minimum charge for furniture hire		£5

**Staging** – includes set up and take down by QMH  
**Per module** (2m x 1m),  
standard height (approx 35cm) **Minimum charge per hire £30**  
£5

Surcharge for super height (which then requires the steps) + 75%

**Voiles** – put up/take down by QMH  
2 or 3 runs of voile chosen from our stock of colours £85

(Further colours, perhaps to match a bridal theme, can be sourced at additional cost. This will vary but estimate on £50 per run).

**Paper Lanterns** £30

**Storage of equipment** charges to be agreed on a case by case basis.

**Licence to sell alcohol** please enquire for further details.

Capacity of the Main Hall 80 seated at tables, 120 seated theatre style  
Capacity of Conference Room 18 seated at tables, 25 seated conference style,  
(Capacity takes into account the facilities in QMH, and the hall's ability to cope with large numbers)

**Last amended 01.03.2024**