

## Wigglesworth Community Centre Hire charges (revised September 2020)

**\*Guidelines on access and maximum occupancy will be determined by Covid19 restrictions in place at the time of the planned event.**

NB: Bookings can be made for a morning, an afternoon, or the whole day and evening. These parts of the day are referred to below as 'sessions'. Sessions are:

Morning:	0800-1245
Afternoon:	1300- 1745
Evening:	1800-2200 (after 2200 would need a event license)
Day and evening:	0800-2200

### Room type and hire charges per session:

Old School classroom (middle room only for hire)	£20.00 per session	Maximum occupancy is 20 people seated.*
Main hall	£30.00 per session	Maximum occupancy is 60 people seated.*
Use of the Old School classroom, main hall and kitchen for a single session	£40.00 per session.	Maximum occupancy is 100 people seated (where no hot food is being served).* Where hot food is being served the capacity is reduced to 80 people.
Use of the Old School classroom, main hall and kitchen for a full day (0800-1745)	£70.00 per session	Maximum occupancy is 100 people seated (where no hot food is being served).* Where hot food is being served the capacity is reduced to 80 people.
Use of the Old School Classroom, main hall and kitchen for a full day and evening (0800-2200)	£80.00 per session	Maximum occupancy is 100 people seated (where no hot food is being served).* Where hot food is being served the capacity is reduced to 80 people.

All of the above room hire fees include use of the kitchen facilities for making tea and coffee/soft drinks. If the kitchen facilities are required for preparation of hot food then an additional charge of £15.00 per booking will be added to cover energy costs. For event bookings where the whole Community Centre is required then a 50% deposit will normally be required one month in advance. Where organisations make regular bookings or where room are used for no more than one hour then a discount may be applied.

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