

PVH HIRE CHARGES

Standard Charges
[Private Events]

Village Groups
[Regular Users]

Main Hall

These charges apply from 1st April 2019

Monday - Friday	£16.00 per hour	£12.80 per hour
Saturday & Sunday	£21.40 per hour	£17.00 per hour

Meeting Room

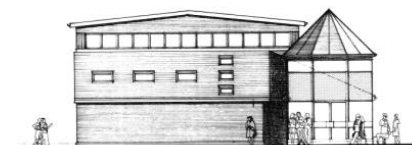
Monday - Friday	£8.00 per hour	£6.40 per hour
Saturday & Sunday	£10.70 per hour	£8.50 per hour

Main Hall & Meeting Room

Sat: All day until 6pm	£160.00 lump sum	£128.00 lump sum
All evening from 6pm	N/A	£128.00 lump sum

Please remember to allow sufficient setting up and clearing up time for your booking.

The minimum booking time per session is 2 hours.
The minimum unit for charging purposes is 1/2 hour.



PEMBURY VILLAGE HALL

BOOKING INFORMATION

Address:	49 High Street, Pembury, Kent TN2 4PH
Tel:	07983 228181
Email:	pemburyvh@gmail.com
Booking Manager:	Susan Sharp [Mrs]
Finance Manager:	Claire Knoops [Mrs]
Charity No:	280265
Bank Account:	Pembury Village Hall
Sort Code:	40-52-40
Account No.:	00005173
Door key code:	Issued when all payments received

CAPACITY & EQUIPMENT

Main Hall

Size of the hall:

Approx. 52 ft x 39 ft

Hall capacity:

150 no. dancing with tables

120 no. seated at tables

150 no. closely seated [without tables]

Equipment:

20 trestle tables [6 ft x 2 ft] - stored under stage

150 plastic chairs - stored at back of hall

PA, microphones, mirror ball

Piano and WiFi available

The Stage & Green Room

Size of the stage:

Approx. 18 ft wide x 14 ft deep

Size of the green room:

Approx. 12 ft x 11 ft

Meeting Room

Size of the meeting room:

Approx. 23 ft x 18 ft

Room capacity:

20 no. seated at tables

Equipment:

7 trestle tables [size: 3 ft x 2 ft / 6 ft x 2 ft]

20 padded chairs

CAPACITY & EQUIPMENT

Kitchen

Size of the kitchen:

Approx. 20 ft x 12 ft

with serving hatch into main hall

Equipment:

Electric oven with gas hob [5 ring]

Domestic larder fridge & small freezer

Microwave cooker

Hot water boiler, kettles & tea pots

Two sinks for washing-up dishes

Small basin for hand-washing

Tea towels and washing-up liquid

Dinner plates, side plates & bowls

Cups and saucers, a few wine and beer glasses

Utility Room

Size of the utility room:

Approx. 12 ft x 9 ft

Contains mops & brooms, Hoover, large sink, etc

Other facilities

Ladies, Gents, Disabled toilets & Baby changing

Hearing loop in the main hall

14 stacking tables [size: 2 ft x 2 ft] - stored in foyer

Air movement system in main hall

Parking for approx 12 cars on site

Revised: October 2018. New charges apply from 1st April 2019