

PVH HIRE CHARGES

**Standard Charges
(for private hire)**

Main Hall [only]

These charges apply from 1st April 2020

Monday - Friday	£16 per hour
Saturday & Sunday	£22 per hour

Meeting Room [only]

Monday - Friday	£8 per hour
Saturday & Sunday	£11 per hour

Main Hall & Meeting Room

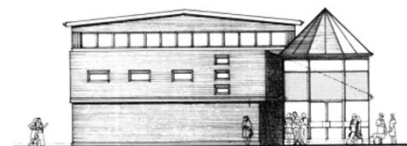
Monday-Friday	£24 per hour
Saturday & Sunday	£33 per hour
* Saturday evening from 6pm	£150 lump sum

Please allow enough setting up/clearing up time for your booking.
Charges are for using the hall facilities, not just for the event itself.

* Sat evening hire only available for Pembury Parish residents.

The minimum booking time per session is 2 hours.
The minimum unit for charging purposes is 30 minutes.

There is a 20% discount on standard charges for regular hirers.



PEMBURY VILLAGE HALL

INFORMATION ABOUT BOOKINGS

Address: **49 High Street, Pembury
Kent TN2 4PH**

Tel: **07983 228181**

Email: pemburyvh@gmail.com

Booking Manager: **Susan Sharp [Mrs]**

Weekend Hire Mgr: **Jacqui Webster [Mrs]**

Charity No: **280265**

Finance Manager: **Claire Knoops [Mrs]**

Bank Account: **Pembury Village Hall**

Sort Code: **40-52-40**

Account No.: **00005173**

Door key code: **Issued when all payments received**

INFORMATION ABOUT 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

INFORMATION ABOUT 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: February 2020. New charges apply from 1st April 2020