**One off event/parties.**

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| **Deposits.****Event /Parties for children 0-13years.****Event / Parties Adults 18 years plus.** |  **£50** **£100** |
| **Deposits are refunded if Centre is restored to good order after use.** |  |
| **Hire Charges.****Minimum charge.****Maximum capacity.**  |  **£60 for 3 hours.**  **£20 pro rata thereafter.** **Seated 60 OR 80 standing.** |
| **Caretaker.** **Hirers are responsible for set up and take down which includes tidying up.** | **£15 required for unlocking and locking up.** |
| **Cancellation.** | **Within 4 weeks of session – NO REFUND -100% charge.****With 8 to 4 weeks – 50%****Over 8 weeks – No charge** |
| **Payments.** | **By two cheques.****One for hire charge and Caretaker.****The other for deposit.****Cheques payable to “St john’s PCC** |

**Multiple Events.**

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| **Hire charges.** **Maximum capacity. Seated 60 OR 80 standing.** | **£20 per hour and pro rata thereafter.** |
| **Discounts.** | **Available for booking 6 sessions in a row 5%.** **And for booking 12 sessions in a row 10%.** |
| **Risk Assessments.** | **All multi users must provide a risk assessment.**  |
| **Insurance.** | **All multi users must provide a copy of third party Insurance.** |
| **Cancellation.** | **Within 4 weeks of session – NO REFUND – 100% charge.****With 8 to 4 weeks – 50%****Over 8 weeks – No charge** |
| **Payment.** | **Preferably by bank transfer.****Account: Woodley PCC – St John’s.****Sort Code: 40-52-40****Account number: 00010303** |