



Dunnington Reading Room

1st September 23 booking charges and updated information.

Dunnington Reading Room is a community venue, here to support the local community.

As of Sept 23 our charges per hour are as stated below and apply to each hr or part thereof. Bookings should cover the entirety of the time you need access to the hall, including set up and clean down.

| | Standard Rate | Dunnington Resident/Charity |
|---|---------------|-----------------------------|
| Small Hall | £11 | £9 |
| Large Hall | £14 | £11 |
| Whole Hall | £22 | £17 |
| Childrens Parties (under 12 yrs of age) | £53 | £48 |
| Stage Use per hour ** | £10 | £10 |
| Kitchen Use (Per event) | £6 | £5 |
| Regular Booking Discount | 10% | 10% |

The hall booking system will force a 15 minute break between sessions. This time is not to be used for groups to set up or clear down, it is to prevent overcrowding in the halls and prevent groups clashing.

“Regular Booking” is a classed as a booking which uses the same session weekly (excluding school holidays)

Regular Users are those who use the hall regularly, although their bookings may not meet the terms of the Regular Booking definition and therefore not all will be eligible for the Regular Booking Discount

*Childrens Parties

The children's party booking is for 3 hrs which includes set up and tidy down and includes use of the kitchen

Children's party bookings must be made for the whole hall to ensure the safety of the children attending the event as the main door can be kept closed.

Should the event require any longer than 3 hrs additional hours can be booked at the standard applicable hourly rate

There must be a suitable number of adults appropriate to the number of children present

Additional insurance **MUST** be arranged where bouncy castles are to be used (large hall only)

** Stage

Where the stage is required, this cost is in additional to the booking of the main hall. The stage cannot be booked on its own

Bookings

Bookings are to be made via the Hallmaster portal

Booking will wherever possible be confirmed within 5 days. Once confirmed an invoice will be issued immediately for the booking. **This invoice must be paid within 14 days**

From Receipt of an invoice the booking must be paid in full within 14 days. Bookings which have not been fully paid within 28 days of receipt of invoice will be cancelled. Please contact the booking secretary to discuss if this causes you any concerns. Your invoice will indicate the 14-day due date.

Cancellation fees apply

Cancel over 2 months before event – Full refund

Cancel 4 weeks-8 weeks before event – 50% refund

Cancel within 4 weeks – No refund

Additional Points to note;

Animals

Only assistance animals are permitted within the hall- therefore events such as children's animal petting parties are not permitted.

Parties

Where parties are for children up to 18, these bookings are permitted but at least 4 parent or carers must be on site throughout the event - Strictly no alcohol is permitted for under 18s. Parents/Carers (Over the age of 25) must remain in the building throughout the event. A deposit of £100 must be paid at the point of booking and will only be refunded after the caretakers have confirmed no damage has occurred.

Sound Levels

Both halls can be hired independently of each other. If your event would be impacted by a music or noisy event using the other hall, we advise that you book both halls. We have bands and choirs that use our halls and it is not possible to guarantee that sound will not travel between the 2 rooms.

Discounts – general statement

We operate a discount rate which can be applied at the Booking Secretary discretion to bookings as follows-

- for a short time to new groups to allow them time to establish themselves within our community
- to bookings made for a Friday Evening or any time on a Sunday

Evening Events

Events which are scheduled to end after 11pm will automatically be booked a cleaning session for the following morning- this session will be until 10am and will incur a charge of £25.

Kitchen

Where access to the kitchen is required for making of drinks, or preparing or serving of food this must be booked and is chargeable as a single charge for the whole booking (this charge is not applicable to children's parties)

Restricted Events

We reserve the right to refuse bookings in the large hall if there is a concern the event may cause damage to the timber floor.

Bookings

In order to ensure the continuity of our regular classes and groups, priority will be given to these groups when making bookings for the following year, and as such one off bookings can only be made after 1st October for the following year. Regular Users must confirm all bookings for the following year by 31st September.