

## Alford Corn Exchange - Venue Hire Charges - Effective from April 2018

Charge per day	Charge Period	Hall/Backroom/Kitchen		
		Commercial	Parties	Community
<b>Monday to Thursday</b>	per hour in daytime	£15.00	£11.50	£10.50
	whole daytime (up to 6pm)	£105.00	£95.00	£85.00
	whole evening (from 6pm to 2:am)	£115.00	£105.00	£85.00
	complete day (08am to 2am)	£190.00	£165.00	£135.00
<b>Friday</b>	per hour in daytime	£15.00	£11.50	£10.50
	whole daytime (up to 6pm)	£105.00	£95.00	£85.00
	whole evening (from 6pm to 2:am)	£150.00	£115.00	£95.00
	complete day (08am to 2am)	£200.00	£175.00	£145.00
<b>Saturday or Sunday</b>	per hour in daytime	£16.00	£13.50	£11.50
	whole daytime (up to 6pm)	£135.00	£105.00	£95.00
	whole evening (from 6pm to 2:am)	£145.00	£125.00	£95.00
	complete day (08am to 2am)	£220.00	£190.00	£155.00

Parties require a £50 deposit to cover potential cleaning/repairs. If no cleaning/repair is required, the deposit is fully refunded

When booking, please ensure that set-up and tidy up/cleaning time is included in the booked time. Any additional time taken will have to be charged.

No overnight stay is permitted in the building

The building must be left in orderly and clean condition after the event.

The Corn Exchange has a permanent landlady whose bar can be booked. For events with more than 50 people this bar is free. Smaller events will be charged £50 for the bar to be provided.

If you bring your own alcohol, we charge a corkage fee of £15 per table or per 6 visitors (whichever is higher)

### Weddings

Hire of the Hall Includes up front meetings and support with our experienced wedding organiser. Included as standard the use of main hall, cafe room, kitchen, theatre bar, banqueting tables and chairs, crockery, cutlery, red carpet, tree for seating plan

(hirer sets-up and clears away). Hire period is from Friday 4pm to Sunday 12pm.

Hire of hall	£1000
Setting up and taking down	£200
Chair Covers with sash for 100 chairs	£400
White linen table cloths 90" x 90" (tables can seat up to 10)	£10 each
White linen table cloths for to table/s	£20 each
White napkins	£1 each
2 bay trees either side of the entrance	£60
3 tier white china cake stands	£3 each
Wedding cake stand, with cake silver knife and server, and card post box	£20
Flower pedestals to do own flower arranging	£18
Waitresses	£15 per hour per waitress
Provisions of own alcohol (hirer is responsible for obtaining any relevant alcohol license etc.	
Corkage per table	£15

Weddings require a non-refundable £350 deposit at time of booking.

Plus, a refundable deposit to cover any damages £150.

Please contact us if you would like a personalised wedding package.