

**Ditton Parish Council**

The Community Centre, Kilnbarn Road, Ditton, Kent. ME20 6AH

Tel: 01732 844749

**Hire Rates***(Ditton residents receive an avg. 10% discount for private hire)***September 2024****Individual and Regular Community Hire**

Facility per hour	Monday – Friday 08.00 – 18.00	Sunday – Friday 18.00 – 00.00	Saturday – Sunday 08.00 – 18.00	Saturday 18.00 – 00.00
Oaken Hall	£27.00	£40.00	£35.00	£65.00
Don Carman Hall	£17.00	£25.00	£26.00	£38.00
Acorn Room	£14.75	£16.00	£17.50	£23.00
Changing Rooms/Showers	£6.00	£6.00	£6.00	£6.00

**Commercial, Corporate and Event Hire**

Facility per hour	Monday – Friday 08.00 – 18.00	Sunday – Friday 18.00 – 00.00	Saturday – Sunday 08.00 – 18.00	Saturday 18.00 – 00.00
Oaken Hall	£43.00	£56.00	£50.00	£76.00
Don Carman Hall	£27.00	£33.00	£28.00	£42.00
Acorn Room	£20.00	£25.00	£23.50	£25.00
Changing Rooms/Showers	£8.50	£8.50	£8.50	£8.50

**Full Day Rate***Hall from 09.00 to 00.00 (Saturday)*

Oaken Hall	£600.00
Don Carman Hall	£400.00

**Additional Charges (if applicable)**

Security	from	£150.00
Projector/Screen Hire	from	£50.00
Don Carman Hall Bar		£50.00
Oaken Hall Bar		£50.00
Refreshments		£ On request

**Bookings**

Bookings are taken at the discretion of the Parish Council.

A completed booking form must accompany all bookings.

Weekends there is a minimum hire period of 3 hours.

**Payment**

An invoice will be issued with full payment required 12 weeks prior to the event.

**Deposit**

A damages deposit of 25% of hire fee (£50 minimum) is required for all private bookings. (Deposits will be refunded by BACS if there are no damages/incidents at the event)

**Security**

A charge for SIA registered Security will be made at the Parish Council discretion dependant on the nature of the event.

**Admission**

Hirers are requested to provide an estimate of numbers attending a function for staffing purposes.

Hire fee includes setup and take down; a seating plan is requested to enable Caretaking staff to setup prior arrival.