



Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

THE WOODLANDS CENTRE

Hiring Charges with effect from 1 April 2023

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Village Memorial Hall	£47.50	£55.00	£52.50	£65.50	£75.25	£128.75
Kitchen (Including Cutlery)	£22.25	£22.25	£22.25	£22.25	£22.25	£22.25
Kitchen (Teas only)	£8.50	£8.50	£8.50	£8.50	£8.50	£8.50
Bar (Including Glasses)	£18.00	£18.00	£18.00	£18.00	£18.00	£18.00
John de Bohun Room	£34.50	£50.00	£37.75	£56.25	£56.25	£87.00
Kitchen (Including Cutlery & Glasses)	£17.50	£17.50	£17.50	£17.50	£17.50	£17.50
Kitchen (Teas only)	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Roger Montgomeri Room	£29.25	£29.25	£31.50	£31.50	£36.00	£36.00
Roger Barwick Room	£26.00	£26.00	£28.50	£28.50	£32.00	£32.00

* PREMISES TO BE VACATED BY 11.30 PM

Mobile Staging (for Fashion Shows etc.) £50.50 per booking

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL ALL DAY RATES

Village Memorial Hall £317.00 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £169.50 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

CHRISTMAS DAY AND NEW YEAR'S DAY - ALL DAY RATES

Village Memorial Hall £622.75 all inclusive (Kitchen, Bar, Crockery, Cutlery, Glasses)
John de Bohun Room £448.00 all inclusive (Kitchen, Crockery, Cutlery, Glasses)

NEW YEAR'S EVE (EVENING SESSION ONLY)

Village Memorial Hall £284.25
John de Bohun Room £224.00

/...2...



Working for the local Community

Rustington Parish Council operates an open file policy. Any correspondence with the Council may become public. For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.

VAT Registered: 946 2052 29

A returnable deposit is payable when booking is made:-

£ 50.00 - For general bookings

£100.00 - For Teenage/Young Adult Functions

£200.00 - For Special/Celebratory Events

£300.00 - For Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

SEMI-COMMERCIAL/COMMERCIAL HIRINGS

Separate Pricing Schedule Refers

PLEASE NOTE:

If the 'Hiring Agreement' form is not completed and returned within two weeks of the original booking being made, it will automatically be **cancelled**.

KEYS:

PLEASE REMEMBER to pick up the keys from our Office. Office Hours are 10.00 am to 4.30 pm, Monday to Friday.

It is the Hirer's responsibility to ensure that external doors are key locked when vacating the premises.

November 2022



Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB
Tel: 01903 786420 Fax: 01903 788736
E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

RUSTINGTON YOUTH CENTRE

Hiring Charges with effect from 1 April 2023

	Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*	
	Sun-Fri	Sat	Sun-Fri	Sat	Sun-Fri	Sat
Kilhams Hall	£34.50	£50.00	£37.75	£56.25	£56.25	£87.00
Kitchen (Including Cutlery and Glasses)	£18.00	£18.00	£18.00	£18.00	£18.00	£18.00
Kitchen (Teas only)	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Norfolk Lounge	£29.25	£29.25	£31.50	£31.50	£36.00	£36.00

*** PREMISES TO BE VACATED BY 11.30 PM**

WEDDINGS AND SIMILAR BOOKINGS ON SATURDAYS - SPECIAL RATES

Kilhams Hall All Day (£169.50 all inclusive - Kitchen, Crockery, Cutlery, Glasses)

A returnable deposit is payable when booking is made:-

£ 50.00 - For general bookings

£100.00 - For Teenage/Young Adult Functions

£200.00 - For Special/Celebratory Events

£300.00 - For Rock/Pop Type Concerts

Full payment must be made not later than 21 days prior to the hiring date/s.

**Commercial/
Semi-Commercial Hiring**

Charge for each individual hiring to be negotiated

New Year's Eve

£224.00 (Evening Session Only - Kilhams Hall)

/...2...



Working for the local Community

Rustington Parish Council operates an open file policy. Any correspondence with the Council may become public. For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.

VAT Registered: 946 2052 29

PLEASE NOTE:

If the 'Hiring Agreement' form is not completed and returned within two weeks of the original booking being made, it will automatically be **cancelled**.

KEYS:

PLEASE REMEMBER to pick up the keys from our Office. Office Hours are 10.00 am to 4.30 pm, Monday to Friday.

It is the Hirer's responsibility to ensure that external doors are key locked when vacating the premises.

November 2022



Rustington Parish Council

Council Offices, 34 Woodlands Avenue, Rustington, West Sussex BN16 3HB

Tel: 01903 786420 Fax: 01903 788736

E-mail: enquiry@rustingtonpc.org Website: www.rustingtonpc.org

SAMUEL WICKENS CENTRE

General Hiring Charges with effect from 1 April 2023

Morning 9.30-12.30		Afternoon 2.00-5.00		Evening 5.30-11.00*		All Day Rate 9.30-11.00*	
Mon-Fri	Sat-Sun	Mon-Fri	Sat-Sun	Mon-Fri	Sat-Sun	Mon-Fri	Sat-Sun
£47.75	£67.50	£52.00	£74.25	£74.25	£111.25	£141.75	£202.75

This Facility also offers the use of the garden area and free Wi-Fi

***PREMISES TO BE VACATED BY 11.30 PM**

A returnable deposit is payable when booking is made:-

£ 50.00 - For general bookings

£200.00 - For Special/Celebratory Events

**Full payment must be made not later than 21 days
prior to the hiring date/s.**

January 2023



Working for the local Community

Rustington Parish Council operates an open file policy. Any correspondence with the Council may become public. For the Purposes of the Data Protection Act Rustington Parish Council is the Data Controller.

VAT Registered: 946 2052 29