



Osborn Road Fareham Hampshire PO16 7DB
 Enquiries 01329 824864 Tickets: 01329 231942
 Fax 01329 281528



FAREHAM BOROUGH
 COUNCIL

Commercial Charges 1 April 2007 to 31 March 2008

SOLENT	Mon - Thurs	Fri - Sun
<u>Daytime Hire</u> 10.00am – 2.00pm OR 2.00pm – 6.00pm	£496.00	£624.00
<u>Evening Hire</u> 6.00pm – Midnight	£624.00	£736.00
<u>One Day Hire</u> 9.00am – Midnight	£736.00	£1040.00
<u>Three Day Hire</u> 9.00am – Midnight	£1840.00	£2328.00
Before 9.00am OR After Midnight (per hour)	£232.00	£296.00
SOLENT/MEON	Mon - Thurs	Fri – Sun
<u>Daytime Hire</u> 10.00am – 2.00pm OR 2.00pm – 6.00pm	£736.00	£864.00
<u>Evening Hire</u> 6.00pm – Midnight	£864.00	£1208.00
<u>One Day Hire</u> 9.00am – Midnight	£968.00	£1288.00
Three Day Hire	£2280.00	£3136.00
Before 9.00am OR After Midnight (per hour)	£288.00	£3600.00

HIRING INFORMATION

in conjunction with and in addition to
“TERMS & CONDITIONS OF HIRE”

1. PROVISIONAL BOOKINGS

Provisional Bookings must be confirmed by forwarding the completed **Application for Hire**, together with the **deposit, WITHIN 14 DAYS** of provisional booking being made. Bookings made under a 2 month period are payable within 7 days.

2. HIRING PROCEDURE

It is normal for the **Hirer** to contact Ferneham Hall for all queries regarding both proposed and confirmed bookings – Also, at least 6 weeks prior to the event to discuss any further requirements/arrangements, including Seating Plan, etc.

3. HIRE CHARGES

The Hire Charge covers the following: -

- i. ACCOMMODATION: As specified on Application for Hire, for time specified thereon.
- ii. DUTY MANAGER: For the extent of the function.
- iii. CHAIRS/TABLES: As available and agreed to include setting up of the same, prior to the function.
- iv. BAR FACILITIES: As specified and agreed on the Application for Hire.
- v. CLOAKROOM/RACK: As specified and agreed on the Application for Hire.

Bank Holiday charges are to be the Friday charge plus 50%. Where only the Meon Hall or Octagon Lounge are required, a minimum charge plus 100% will be applied.

4. ADDITIONAL CHARGES

Further charges over the above direct Accommodation Hire: -

- BOX OFFICE FACILITIES: A charge will be made for Box Office facilities and staff. A number of options are available to the Hirer.
 - PUBLICITY: The Hirer may advertise in Ferneham Hall's "*What's On*", providing full details have been received by the date agreed at time of booking, information regarding charges is available on a separate sheet. Local press advertising can be arranged at the appropriate rate.
 - TECHNICAL NEEDS: Any special needs as per the Technical Requirement Sheet are generally applicable to Solent or Solent/Meon hiring's.
 - ADDITIONAL STAFF: Where deemed necessary by Management that additional staff over and above normal function staff quota is required, hirer will be notified and said staff booked at the appropriate re-chargeable rate.
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4. CATERING

Fareham Borough Council and/or designated agents retain sole rights to the supply of food and beverages consumed on the premises.

FOR ANY FURTHER DETAILS – PLEASE CONTACT 01329 824864
