

Annex 1 - Booking rates and charges

Bookings are on a per-hour rate. 15 minutes setting up time and clearing up time is allowed before and after each booking. Periods of separate, adjacent bookings will have a minimum gap of 30 minutes between them to allow for the departing hirer to clear up and incoming hirer to set up. Each booking includes the (shared) use of the staff room, WCs and common areas and on-site parking.

Additional facilities can only be booked together with a room booking. No items are to be removed from the Premises.

Rooms Booked	Regular users (e.g. weekly or monthly)	Single Use
Main Hall	£15/hour	£17.50/hour
Teaching Room	£4/hour	£5/hour
Ensemble Room	£4/hour	£5/hour
Entire Building	£17.50/hour	£20/hour

Additional Facilities	Cost per use
Catering facilities, cutlery crockery, etc.	£10
Music equipment, percussion*	By agreement with Amersham Band

* Note: Music equipment such as music stands, instruments, music library and percussion equipment are the property of Amersham Band and may be used by separate arrangement with the band.