

HIRE CHARGES FOR OVINGHAM READING ROOMS

Rooms	Times	Regular	Repeat*	One Off
All rooms	9.00 – 1.00	23	28	32
	1.30-5.30	23	28	32
	6.00-11.00**	23	28	38
	ALL DAY***		55	POA
	Short Hire Up to 1.5hrs	15	16	18
Main Hall Only	9.00-1.00	18	27	28
	1.30 – 5.30	18	27	28
	6.00-10.00	18	27	28
Blackett Room Only	9.00-1.00	15	17	20
	1.30-5.30	15	17	20
	6.00-10.00	15	17	18

IMPORTANT INFORMATION

- * Less frequent than one per month.
- ** Evening events must be finished and the hall cleared **by 11 pm at the latest.**
- *** All Day = 9-5.30pm

INVOICING AND CANCELLATION POLICY

One-off hirers – full fee payable to confirm booking.

Regular/ Charity hirers – invoice monthly – Payment within 2 weeks of date of invoice.

If cancelled at least 2 weeks beforehand, fee reimbursed less £5 admin fee.

If cancelled between 3 and 14 days before the event, 50% fee will be reimbursed.

If cancelled within 2 days of the event, no refund will be given.