

Alresford Recreation Room Hire Charges

Rate	Category	Meeting Room Hire (per hour)
1	Alresford Residents/Charities	£8
2	New Alresford commercial and non-residents	£10
3	Commercial	£15

Bookings are to be scheduled by sending an email request to committeeclerk@newalresford-tc.gov.uk

Terms and Conditions

1. The time span of the booking must include set up and clear up times.
2. An invoice will be sent to the email address provided following the event.
3. Bookings missed without 24 hours notice will be charged at full rate.
4. Users to familiarise themselves with fire safety notices, exits and fire equipment. The lead person is responsible for the safety of any persons attending who are mobility challenged and ensure they are able to egress the building.
5. Under 18-year olds – An adult's email address and mobile phone number must be provided
6. Please ensure that New Alresford Town Council facilities are left clean and tidy. Windows and doors to be left securely closed and lights switched off. All radiator thermostats to be left on "1" when leaving the room.
7. Any faults identified are to be reported to committeeclerk@newalresford-tc.gov.uk