

HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: manager@hernefarmlimited.co.uk

Website: www.hernefarmlimited.co.uk

Main Hall Guidelines for Hiring

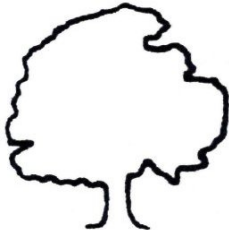
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- 1) **Herne Farm Leisure Centre's Main Hall**
(sometimes called Community Hall) can be **Hired** and used for the following:-
 - a) Dance and Exercise Classes (e.g. Pilates and Yoga).
 - b) Organisations, Clubs or Societies (e.g. Arts and Craft, Pottery).
 - c) Children's Parties, (Bouncy Castle height must be less than 10 feet).
 - d) Weddings, Anniversaries.
 - e) Birthday Parties & Dances (HiFi system available with sound limiter).
(**18th and 21st** are usually rejected based on them generating more problems affecting the Centre and Local Residents).
 - f) Meetings (overhead projector available).
 - g) Table Tennis.

- 2) **If the type of Hire you require** is not listed above you can contact the Leisure Centre Manager with your requirements by the following methods:-
 - a) **By Post - Leisure Centre Manager, Crundles, Herne Farm, Petersfield, Hampshire, GU31 4PJ.**
 - b) **By Phone - Leisure Centre Manager on 01730 266 874** who is available between the hours of **9am till 1pm Monday to Friday.**
(An answer phone facilities is available to leave a short message).
 - c) **By Email** the Centre Manager at manager@hernefarmlimited.co.uk
 - d) **By Web Site** at <https://hernefarmlimited.co.uk> for more information.

- 3) **Hall Facilities.**
 - a) The Main Hall has a maximum capacity of 120 people with available space to seat with tables up to 100 people.
 - b) The Main Hall has a small but fitted kitchen (e.g. food preparation).
 - c) Recently refurbished Bar which is available for Hire at an extra charge and comes with two trained bar staff.
 - d) HiFi Sound System and speakers (linked to the Fire Doors).
 - e) Over head projector.
 - f) Recently added Air Conditioning.
 - g) Outside Secure Garden Area (Barbecue, Hog Roast or just fresh air).
 - h) Outside there is a Car Park owned by Herne Farm for up to 25 cars.

- 4) **Important Notes:**
 - a) **HiFi System** has a cut off switch if you open the fire exit doors.
 - b) **Alcohol** can only be consumed in the Leisure Centre Main Hall and **MUST** have been purchased at the Leisure Centre's Bar Facilities.
 - c) You are **NOT Permitted** to bring Alcohol onto the Hire Premises.
 - d) You **MUST** clean up after every Hire or risk losing your deposit.



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- 5) **Main Hall** is available to **Hire** by:-
- Residents who will receive a 10% discount on completing the booking.
 - Non-Residents (this includes Organisations, Clubs or Societies).
 - Residents are **NOT** permitted to **Hire** the Main Hall facilities for any Non-resident or other persons/parties (Organisations, Classes etc.).
- 6) **Main Hall Sessions for Hire.**
- The **Main Hall Sessions** are Morning, Afternoon and Evening.
 - The **Session Times** are:

Morning	09.00 – 13.00
Afternoon	13.30 – 18.00
Evening	18.30 – 23.00 (Saturdays up until 23.30 hrs).
- 7) **Main Hall Session Charges** are:- (Charges at 2020, reviewed annually).
- Morning Sun-Sat Resident £45, Non-Resident £50
 - Afternoon Sun-Sat Resident £45, Non-Resident £50
 - Evening Sun-Fri Resident £45, Non-Resident £50
 - Sat Evening Sat Resident £75, Non-Resident £85
- Saturday Evening is regarded as a Premium Session so carries an extra charge.

Some Evening Sessions may include the Charge for the Bar, as the Bar Staff will then act as security during the Session.

- 8) **Main Hall Hourly Rate Charges** are:-
- Hourly Rate is £15 (60 minutes only)
 - The Minimum Hire Charge is £15 for one hour.
 - Anything under one hour will be charged at £15 (the hourly rate).
 - Special Rates may apply to some **Organisations & Classes.**
 - An Example of a Wednesday Hire from 09:00 to 15:00.**
You pay for 1 session plus £15 per hour for the two additional hours.
 - Residents will pay: £45 + £15 + £15 = £75
 - Non-Residents will pay: £50 + £15 + £15 = £80
- 9) **The Main Hall Diary:-**
- Availability can be viewed on the Herne Farm Web Site and will show the current bookings (time slots will/may show '**busy**' if unavailable).
 - Bookings can only be made by Phone or an E-mail Request and all requests are subject to the Centre Managers approval.
 - One Friday evening a month is allocated to the Herne Farm Residents Social Night and invited guests.