HARLINGTON METHODIST CHURCH
SCALE OF HIRE CHARGES
01ST SEPTEMBER 2009 – 31ST AUGUST 2010

The charges for each of the main halls are described below.
In addition to the two main halls, a small meeting room (capacity 10 – 12) and the Chapel area itself MAY be available. Purpose of Use and access are restricted. Please ask for details if required.

DAYS	TIME	PRICE PER HOUR	PRICE PER PERIOD	PRICE PER DAY (0900 -2300)
Monday – Friday	0900 – 1800	£5	£40	Mon – Thu £50
Monday – Thursday	1800 - 2300	£6	£25	N/A
Friday	1800 - 2300	£7	£30	Fri £60
Saturday	0900 – 2300	£8	£30 (0900 – 1300)	£70 (1300 – 2300) £90 (0900 – 2300)
Sunday (By arrangement)	1300 - 1700	£10	£40	N/A
Weekend/Overnight			On Request	

EXEMPTIONS
Church meetings, Fellowship Groups and Organisations directly associated with Harlington Methodist Church will be exempt from all charges.

DISCOUNTS
Discounts will be given in accordance with the following guide lines:-

- Multiple bookings for the same event – 10 – 19 5%
  within a 12 month period 20 – 29 10%
  30 or more 15%
  NB: Occasionally, Harlington Methodist Church religious activities (eg Funerals and weddings) will conflict with bookings. These will be avoided whenever possible. However, HMC reserve the right to cancel specific bookings as a last resort but will cooperate with users in finding an alternative arrangement.
- Registered Charities - 10%
- Harlington Village Organisations Events- 10%
- Harlington Methodist Church Members 10%
- Harlington Residents 5%

NB: Only 1 discount (the most beneficial) will be applied per booking.

CANCELLATION
Cancellation charges will be levied, at HMC discretion, in accordance with the following scale:

- More than 8 weeks in advance – No Charge
- More than 2 weeks but less than 8 weeks – 10% of hire charge
- Less than 2 weeks notice - 20% of hire charge
- Same day cancellation or failure to notify us of cancellation – 100% of hire charge.

ALL CHARGES WILL BE REVIEWED ON AN ANNUAL BASIS.