**Hire Charges**

Valid 1st April 2023 – 31st March 2024

**Hire of the Grand, Martineau and Masonic Halls** will be charged at 50% discount off the standard hire rates. Hire charges for MVDC events per timeslot as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Venue | Monday to Sunday | | | Additional Hours |
| 09:00-13:00 | 13:00-18:00 | 18:00-24:00 | 00:00-9:00 |
| Grand Hall | £320.00 | £387.50 | £765.00 | £270.00 |
| Martineau Hall | £205.00 | £252.50 | £452.50 | £230.00 |
| Masonic Hall | £117.50 | £130.00 | £202.50 | £110.00 |

If making a booking for the morning timeslot, earlier access can be given to the event organiser to allow your meeting to start at 9:00. Access will be via the rear door of the halls and must be at the agreed time. The Duty Manager will not permit access earlier then the agreed time for health and safety reasons.

**Technical requirements** will be charged at a 50% discount and a quote will be provided prior to a booking confirmation. The following package is available for meetings and conferences:

**Conference Sound & AV Package** - Includes screen and projector, PA & Engineer, 1 x Lectern (with Microphone), 1 x Handheld Radio Mic, & AV Connection & Laptop Sound.

Grand Hall - £90.00, Martineau Hall - £75.00, Masonic Hall - £35.00 (microphones not needed in this room).

**Catering** supplied by Dorking Halls will be charged at supplier cost plus a small fixed % to cover our costs. The full catering menu with MVDC prices is available on the Dorking Halls hire homepage on Molly. Use of our external approved caterers does not attract any discount.

**The Vaughan Williams** can be booked free of charge including use of the screen with laptop connection and water on the table.

**The Mezzanine** can be booked free of charge. However, staff charges will be incurred for the bar to operated or for the furniture to be removed. Staff are welcome to use the Mezzanine during the day for small informal meetings if it is not otherwise booked.

**The Ranmore Rooms** are £15.00 per hour to hire.

**Cancellation of chargeable spaces applies, please see our MVDC Internal Hire Agreement for further details.**