



Crane Community Centre Venue Hire Charges

1st April 2024 – 31st March 2025

Crane Community Centre	Weekdays – hourly rate	Weekends – hourly rate
Private Function	£33	£44
Concession rate*	£16.50	£22

Notes

1. *The criteria & terms for concessions can be requested. This charge is aimed at local voluntary & charity groups based within the London Borough of Richmond upon Thames.
2. The full balance of the hire charge is required to secure all bookings.
3. A refundable deposit is required for all bookings to cover any damage, additional cleaning or additional time used. This is as per our Terms & Conditions.
4. An additional refundable holding deposit of £50 is required for the handling (collection) and safe return of the venue key after the event. This will be arranged with a member of the hospitality team in advance.
5. All time required for set up / clearing must be included in the booked time in the booking form in advance.
6. The above cost includes use of the tables and chairs only, subject to availability.
7. The use of any other items in the storage area is not permitted, as this belongs to the regular hirers.
8. There is an additional charge of 5% in respect of the performance of copyright music.
9. Kitchen access is subject to availability and must be booked via the hospitality team in advance.
10. These charges apply to all events taking place between 1st April 2024 and 31st March 2025 inclusive.