



## Sheen Lane Centre Venue Hire Charges

1st April 2024 – 31st March 2025

Sheen Lane Centre	Weekdays – hourly rate
<b>Whole Hall – Private Function</b>	<b>£45</b>
Concession rate*	£22.50
<b>Stage End – Private Function</b>	<b>£38</b>
Concession rate*	£19
<b>Small Hall – Private Function</b>	<b>£38</b>
Concession rate*	£19

Sheen Lane Centre	Weekends – hourly rate
<b>Whole Hall – Private Function+</b> (includes but not limited to children’s birthday parties ending before 6pm, fairs, exams, meetings)	<b>£50</b>
<b>Whole Hall – Prestige Function+</b> (includes but not limited to children's parties ending after 6pm, wedding receptions, adult birthday parties, family gatherings)	<b>£100</b>
Concession rate*	£30

**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 decision of the Halls & Hospitality officer on the price category of the booking will be final but will be confirmed prior to payment being taken and booking being confirmed. We reserve the right to change the price category of the booking if any new information is provided prior to the event taking place that suggests that there was intentional misrepresentation at the time of booking.

3. All time required for set up / clearing must be included in the booked time in the booking form in advance.
4. The above cost includes use of the tables and chairs, subject to availability.
5. The use of any other items in the storage area is not permitted, as this belongs to the regular hirers.
6. A non-refundable deposit of 25% of the hire charge is required to secure all bookings.
7. There is an additional charge of 5% in respect of the performance of copyright music.
8. A refundable deposit is required for all bookings to cover any damage, additional cleaning or additional time used. Full details are provided in the Terms & Conditions.
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.