HOLY TRINITY
WALLINGTON

Premises Hiring Tariff (Nov 2025)

Please refer to Lettings Policy and Hiring Agreement

Hiring fees will be charged in accordance with the schedule below. A regular Hirer is any individual or organisation that hires any part of HTW on more than 3 occasions per annum.

1. For occasional bookings, the Hirer is required to pay in full at the time of booking or by 14 days before the booking date. Provisional bookings may be accepted without payment, but the booking will not be confirmed until payment is made. The PCC reserves the right to cancel any booking at short notice if these requirements are not met.
2. If the Hirer wishes to cancel the booking with more than 14 days' notice, there is no charge. After that, the Hirer shall forfeit 50% of the hire fee.
3. For Regular Hirers, letting fees will be invoiced monthly and should be paid within 28 days of invoice date. Failure to do so may result in future bookings being suspended.
4. We allow a 15-minute free period of time either side of each booking to allow you to set-up and clear up your room(s). Any extra time required is chargeable at the normal hourly rate.

Name of Room/facility/services provided	**Price per hour/ fixed fee**
The Church	£70
The Hall	£50
Double Room (Ruby, Jasper, Emerald)	£35
Single Room (including Onyx)	£20
Link	£40
Kitchen	£25 (cleaning fee)
Sound System (Church or Hall)	£50 flat fee
Church Projectors	£50 flat fee
Refreshments/ tablecloths/crockery and cutlery	Extra charges may apply

Discounted rates may be available for Registered Charities, not-for-profit groups and church family members. Please ask for details.