

NEUADD GOFFA TREFDREATH NEWPORT MEMORIAL HALL

Charity Number: 232375

Hire Charges

Community/Private (non commercial) hire

	per hour
Main Hall	£8
Meeting room	£6
Garden room	£8
Kitchen	£7
Minimum hire 2 hours	

Commercial/Corporate hire - daytime

	Half day	Full day
Use of main hall and kitchen for light refreshments for daytime meetings/events up to 6pm. Includes set up and use of tables and chairs.	£45	£80
Use of meeting room and kitchen for light refreshments for daytime meetings/events up to 6pm. Includes set up and use of tables and chairs.	£30	£55
Use of garden room with tea and coffee making facilities for daytime meetings/events up to 6pm. Includes set up and use of tables and chairs.	£55	£95
Kitchen for catering purposes for daytime up to 6pm.	£40	£75

Commercial/Corporate hire - evening

	3 hours	6 hours
Use of main hall and kitchen for light refreshments for evening meetings/events. Includes set up and use of tables and chairs.	£60	£110
Use of meeting room and kitchen for light refreshments for evening meetings/events. Includes set up and use of tables and chairs.	£35	£60
Use of garden room with tea and coffee making facilities for evening meetings/events. Includes set up and use of tables and chairs.	£45	£80

Packages

Wedding reception

Exclusive use of the **whole Hall** (the main hall, the kitchen, the meeting room, the garden room and the garden) from 9am on the Friday* to 5pm on the Sunday. Includes use of tables and chairs and set up and use of the Hall's 400w PA system with two microphones, stage with lighting and the option of having a staffed pay bar and a wine/champagne service. Also includes time with manager to plan the reception and allocated time in the run up to decorate.

* when the Senior Citizen's lunch club is on at the Hall (held every fortnight), the kitchen and meeting room will not be accessible until after 2.30pm on the Friday

Wine/prosecco/champagne service (includes providing champagne flutes and wine glasses, chilling the white wine/prosecco/champagne, serving a glass of prosecco/champagne on arrival, putting the wine out on the tables & providing fresh champagne flutes for a toast) per person **£2.50**

Parties, celebrations & evening hire

Use of the **main hall** and kitchen for catering purposes. Includes use of tables and chairs and stage with lighting and the option of having a staffed pay bar. Use of the Hall to set up/decorate prior to event at no extra cost, subject to availability.

Three hour period (e.g.6pm-9pm) **£60**

Six hour period (e.g.6pm-midnight) **£110**

Use of the **garden room** and kitchen for catering purposes for a maximum of 40 people. Includes use of tables and chairs. Does not include the option of a pay bar but Hirer is allowed to provide (but not sell) their own alcohol.

Three hour period (e.g.6pm-9pm) **£45**

Six hour period (e.g.6pm-midnight) **£80**

Children's parties

Use of the **main hall** OR the **garden room** and the kitchen for catering purposes for a 2 hour period for up to 30 children. Includes use of tables and chairs and soft play equipment and set up one hour before and half hour after; extra charge of £5 for over 30 children. **£30**

Gig/live performance

Use of the **main hall**, stage and the meeting room as a 'green room'. Includes use of tables and chairs and set up and use of the Hall's 400w PA system and stage lighting (if required), provision of door stewards (where required) and the option of having a staffed pay bar. Use of the Hall to set up equipment prior to event at no extra cost, subject to availability.

Three hour period (e.g.6pm-9pm) **starting from £70**

Six hour period (e.g.6pm-midnight) **starting from £130**

Fairs, sales, exhibitions & workshops

Daytime use of the **main hall** and the kitchen for light refreshments. Includes use of tables and chairs and set up from 5pm the day before.

Either Saturday OR Sunday (daytime use only 8am-6pm). **£110**

Saturday AND Sunday (daytime use only 8am-6pm). **£165**

Weekdays may be possible - contact Hall to request availability **£110**

Extras

Set up and use of 400w PA system **£20**

Set up and use of projection equipment **£20**

Corkage per bottle **£3**

Discounts

25% reduction may be offered for regular bookings, multiple days or for those deemed to be of benefit to the community (at the discretion of the Committee)