

EVENT PACKAGES



We understand that when you're arranging a special occasion or event, having a fixed price is easier than hiring by the hour.

Most of our event packages give you sole access to the whole venue. If requested, a fully staffed bar will be provided at times to suit you as well as use of the fully equipped kitchen. To make best use of your time, the venue will be laid out to your requirements before you arrive.

See below for what's included. Bolt ons are available (see Standard Hire Fees and Resources with one-off charges)

	<p>Bronze Package: from £270.50</p> <ul style="list-style-type: none"> • Sole access to the entire venue between 5pm and midnight (or 7 hours) • Fully staffed bar at times to suit you • Use of fully equipped kitchen, including glasses, crockery and cutlery • Tables and chairs set up to suit your requirements
	<p>Silver Package: from £324.50</p> <p>Sole access to the entire venue between 3pm and midnight (or 9 hours)</p> <ul style="list-style-type: none"> • Everything included in the Bronze package plus • Use of table linen • Basic stage lights • On request, a key to the building to allow you to come and go as you please
	<p>Gold Package: from £378.50</p> <p>Sole access to the entire venue between 8am and midnight (or 16 hours)</p> <ul style="list-style-type: none"> • Everything included in the Silver package
	<p>Platinum Package: from £649.00</p> <p>The ultimate way to celebrate your special occasion. Ideal for wedding receptions, this package gives you everything in Gold plus extra time to set up and clear away</p> <ul style="list-style-type: none"> • Access 5pm - midnight the day before your event to dress the venue • Access 8am - midnight on the day of your event • Access 8am - midday on the day after your event to tidy up
	<p>Concert / Theatre / Show Packages: from £432.50</p> <ul style="list-style-type: none"> • Sole access to the entire venue for the time duration of your chosen package • Use of the Sound & Light desk and back-stage dressing room • Choice of seating options - theatre (racked) or cabaret style • Fully staffed bar at times to suit you • Use of fully equipped kitchen, including glasses, crockery and cutlery
	<p>Exercise Class Packages: from £19.50</p> <ul style="list-style-type: none"> • Exclusively for exercise classes, such as yoga, Zumba, Pilates or Jive • Option to use either the Main Hall or the Meeting Room • Restricted access to the selected room only • Option of a two or four hour hire • Floor space will be left clear

PACKAGES & HIRE FEES



FROM 1ST APRIL 2024

EVENT PACKAGES

If your event does not qualify for any of our packages, please use the Standard Hire Fees on the next page.

Bronze:

Whole Venue. 5pm-midnight or 7 hours

- Parishioner/Charity Rate £270.50
- Non-Parishioner / Business Rate £378.50

Silver:

Whole Venue. 3pm-midnight or 9 hours

- Parishioner/Charity Rate £324.50
- Non-Parishioner / Business Rate £432.50

Gold:

Whole Venue. 8am-midnight or 16 hours

- Parishioner/Charity Rate £378.50
- Non-Parishioner / Business Rate £486.50

Platinum:

• Whole Venue. Friday 5pm-midnight. Saturday 8am-midnight. Sunday 8am-noon

- Parishioner/Charity Rate £649.00
- Non-Parishioner / Business Rate £757.00

Concert / Theatre / Show Packages: Whole Venue with Sound & Light Desk

3pm-midnight or 9 hours

- Parishioner/Charity Rate £432.50
- Non-Parishioner / Business Rate £541.00

8am-midnight or 16 hours

- Parishioner/Charity Rate £486.50
- Non-Parishioner / Business Rate £594.50

Exercise Class Packages: One room only with floor space left clear

Main Hall

- | | | |
|-----------------------------------|-----------------|------------------|
| • Parishioner/Charity Rate | 2 hours: £37.90 | 4 hours: £74.70 |
| • Non-Parishioner / Business Rate | 2 hours: £54.10 | 4 hours: £108.00 |

Meeting Room

- | | | |
|-----------------------------------|-----------------|-----------------|
| • Parishioner/Charity Rate | 2 hours: £19.50 | 4 hours: £27.10 |
| • Non-Parishioner / Business Rate | 2 hours: £37.90 | 4 hours: £54.10 |

Standard Hire Fees

Main Hall (minimum 2 hours)

- Parishioner/Charity Rate £37.90 per hour
- Non-Parishioner / Business Rate £48.70 per hour

Meeting Room (minimum 2 hours)

- Parishioner/Charity Rate £16.30 per hour
- Non-Parishioner / Business Rate £27.10 per hour

Gallery & Garden Room (minimum 2 hours. Staffed bar not included)

- Parishioner/Charity Rate £21.60 per hour
 - Non-Parishioner / Business Rate £32.50 per hour
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Resources with one-off charges

Use of Sound & Light Desk (includes basic stage lights) £114.00*

Basic Stage Lights (does not include use of Sound & Light Desk) £27.10*

Wireless headset microphone £8.20

Wireless hand-held microphone £5.50

Projector & Screen £10.80

Staffed Bar £54.10

Kitchen £16.30

Table Linen: Round £5.70 per item Oblong £7.60 per item

**per performance per day*

Securing your booking

A completed booking form and payment of a non-refundable deposit (25% of the total hire fee) are required to secure your booking. A refundable security deposit is also required which will be returned after the event, assuming no damage occurs.

Discounts

For regular bookings (more than four events in a twelve month period), a 10% discount will be applied (excludes additional one-off charges). All bookings must be made at the same time to qualify. ^[1]

Bookings which fall on Public Holidays

Good Friday, Easter Sunday, New Year's Eve and Bank Holidays will be charged at the package or hourly rate plus 50%. The Hall is closed on Christmas Day, Boxing Day and New Year's Day

Sound & Light Desk

If you have requested use of the Sound & Light Desk, our in-house Technical Advisor will discuss your requirements prior to the event. Please note that use of the Sound & Light Desk does not include a technician.

[1] The full hire cost will be invoiced for events 1 to 3. The cumulative discount will be applied to event 4. Any subsequent events will be invoiced at the reduced rate.

FREQUENTLY ASKED QUESTIONS



Address: Dereham Memorial Hall, 62a Norwich Street, Dereham. NR19 1AD

Website: <https://www.derehammemorialhall.info/>

Contact: Dereham Town Council. 01362 693821 generalenquiries@derehamtowncouncil.org

Parking:

There is limited parking at the rear of the Memorial Hall. Most visitors park in Morrisons supermarket car park which is just across the road (access via Station Road). Visitors can park there for a maximum of 3 hours before 6pm (4pm on Sundays). After 6pm (4pm on Sundays) visitors can park without restriction for the duration of the event.

Accessibility:

The ground floor is full accessible and there are disabled toilet facilities. There is no lift to the balcony. Where theatre style seating is being used, some front row seating (at floor level) can be removed for wheelchair spaces. Please check if this option is available for your chosen event. For awareness, our theatre style seating has a single, central aisle (no side aisles). The steps are wide and not steep, but there is no hand rail. There is a hearing loop in the Main Hall. Only registered guide dogs are permitted entry to the Hall.

Venue capacity (maximum capacities):

Main Hall: Non-seated 300. Round tables 160. Seating around edge 180. Theatre style 294 (ground floor 182* plus balcony 112). *182 is slightly reduced if seats are removed to accommodate wheelchair users. The Balcony can only be used in conjunction with theatre style seating.

Meeting Room: 50, but reduced if tables and chairs are required.

Layouts:

There are a number of pre-designed layouts for the Main Hall and Meeting Room which will suit most events. Please ask for details. We are also happy to set out rooms to your own requirements

Bar:

We have a well-stocked bar with a selection of beers, lagers, ciders, wines, spirits and soft drinks (including tea and coffee). For larger events we are happy to discuss requests for particular items. All intoxicating liquor consumed on the premises must be purchased from the bar.

Kitchen equipment:

Cups, saucers, cutlery and crockery for up to 160 people. can be made available There is a large electric range with hob and oven, a large fridge, commercial dishwasher and washing up sinks (no teatowels or washing up liquid provided).

Parishioner / Charity Rates:

Parishioner - applies to private events only where the hirer lives in Dereham or Toftwood.

Charity - registered charities and community interest groups (non-profit with a bank account and constitution).

Technical information:

For details visit <https://www.derehammemorialhall.info/hire-the-hall> (see links under Technical Specification). If you require further technical guidance, please email dtctechnical@outlook.com

Catering, Box Office and online ticketing:

We do not provide a catering service, a box office or an online ticketing platform. These are the hirer's responsibility. We are happy to publicise events on the Memorial Hall website and social media pages, and by displaying posters.

Premises licence:

Events can commence from 8.00am and must end by midnight. Entertainment and the sale and provision of alcohol must terminate at 11.00pm. Extended hours can be requested at time of booking by writing to Dereham Town Council.

Site visits:

If you would like to visit the venue, please contact Dereham Town Council. The Memorial Hall is not open to the general public, so please make an appointment to avoid an unnecessary journey.