

**Director of Place**  
Nazeya Hussain



**Enquiries to:**  
Theresa.Mayers@kingston.gov.uk

Guildhall 2  
Royal Borough of Kingston upon Thames  
High Street  
Kingston upon Thames  
KT1 1EU

Email: Theresa.Mayers@kingston.gov.uk

Friday 13th March 2020

Dear Hall User,

I am writing to notify you of the annual increase to hall charges. Bookings made on or after the 1st of April 2020 will be subject to the new charges. The hall hire prices will increase in line with Retail Pricing Index (RPI) 2.4% and the charges from the 1st of April are below.

		Piper Hall		Queen Mary
	Discount	Large Hall	Small Hall	Queen Mary
		01/04/2020	01/04/2020	01/04/20
Standard	0	£27.24	£21.79	£21.79
Weekend	0	£43.58	£34.87	£34.87
3. Regular booking	0	£21.79	£17.43	£17.43
3A. Regular booking (community benefit to council residents)	30%	£15.26	£12.21	£12.21
3B. Regular booking (community benefit to council residents, no other funds)	40%	£13.08	£10.47	£10.47
3A plus 3B and Group unable to pay 3b and activity will cease. NB must have applied for and not succeeded in getting funding (yearly)	70%	£6.53	£4.90	£4.90

Childrens' party (3 hour session, between 9:00 am and 6:00 pm) must be child living in RBK Council housing	40%	<b>£49.03</b>	<b>£39.22</b>	<b>£39.22</b>
--	-----	---------------	---------------	---------------

### Bookings

Bookings can be made up to three months in advance. If you do not have a debit or credit card you will need to contact One Norbiton to make the booking and this will need to be done by Bacs or by Cheque. All details can be found on the One Norbiton website

[http://onenorbiton.org.uk/?page\\_id=2443](http://onenorbiton.org.uk/?page_id=2443) and you can book the halls directly by going to <https://kingstonhalls.skedda.com/>

### Covid 19

Can we remind you to follow the public health advice on this. The main message is to get visitors and staff to wash their hands with soap and warm water frequently - ie when they arrive at the hall, before the eat, and if they sneeze or cough (covering their mouth with a paper tissue, then binning tissue and washing hands straight away).

If people are feeling unwell, they should stay at home and recover, and not attend any groups until they are well

### Use of Electrical Equipment that is not part of halls equipment

Please note all electrical equipment brought into the halls must be PAT tested before using it in the halls.

### Hall Management

Please direct all your hall enquiries to: One Norbiton, as they are running the hall services. This includes any concerns, questions, repairs, complaints, and feedback.

- By email: [crehallbooking@gmail.com](mailto:crehallbooking@gmail.com)
- By phone, Tel: 0208 439 1837 // 07910844427
- Or by letter: One Norbiton, 61 Madingley, St Peter's Road, St. Peters Road, Kingston Upon Thames, England, KT1 3JG

If there is an emergency in the halls out of hours, you should contact 020 8547 5003

Yours sincerely

Theresa Mayers  
Policy, Service Development & Partnerships Officer