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| **Balfour Claire <Claire.Balfour@hcandl.co.uk>** |

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Dear Uma

Thank you for your call yesterday to discuss Indian Mela and Diwali Festival.

Just to confirm that I have penciled 15-17 September 2017 for Indian Mela and look forward to hearing further from you.  Just to let you know that September dates would work better for setting up, as we wouldn’t be able to offer you access until late evening on Friday 23 June due to day time schools events.

With regards to costs for the Indian Mela, current hire charges are as follows:

£  880 – Friday Set Up plus vat

£1910 – Saturday Hall Hire plus vat

£2370 – Sunday Hall Hire plus vat

£  120 – Hire of PA per day plus vat

£   50  – Ticket Printing per day plus vat

5%      – Net Box Office Sales Commission plus vat

TBC    – Credit Card Commission

Best wishes,

Claire Balfour
Programming and Events Officer

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Hull City Council
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