

## Non Commercial

April 2018 – March 2019

All prices are per hour unless otherwise stated and subject to VAT at the current rate.

Monday – Thursday Minimum charge 2 hours

Friday- Sunday Minimum Charge of 5 Hours

	Monday - Thursday			Friday – Sunday (Bank Holidays)		
	8am-5pm	5pm-12pm	All Day 8am-11pm	8am-5pm	5pm-12pm	All Day 8am-11pm
<b>Festival Hall</b>	30.78	43.10	348.12	36.94	49.25	408.14
<b>Rose Room</b>	18.48	30.78	224.38	24.66	36.94	288.11

Returnable deposit required (subject to deduction for additional cleaning etc)

**Festival Hall Deposit £250 NO VAT**

**Rose Room Deposit £250 NO VAT**

A portable wooden dance floor is available to hire for use in the Rose Room at £70.00 per hire

Charges for the Festival Hall include use of the Foyer, upright piano, Green room (only if it is used as a dressing room store room or rest room and not used by the public) plus use of the kitchen if the event requires catering. The Rose Room has priority over kitchen facilities when both Festival Hall and Rose Room are booked at the same time.

Crockery and cutlery is also available to hire. A Price list is available on request.

Hirers of the Festival Hall for Theatrical Performances/Concerts are able to hire the Rose Room for refreshments at a standard charge of two hours.

	Monday - Sunday	
	Hourly Rate	All Day Rate
<b>Meeting Room</b>	7.40	77.56
<b>Green Room</b>	9.85	103.42
<b>Council Chamber</b>	13.55	141.60

**If any room is hired for 6 full consecutive days (08.00-23.00) a 35% discount will be applied to that and any successive consecutive full or part days booked. Only one part day starting at 08.00 immediately after 6 full consecutive days or more will qualify for the discount.**

Cancellation Charges; 8 weeks in advance

Less than 8 weeks in advance

Less than 7 Days

No Charge

50% of hire cost (excluding the deposit)

100% of hire cost (excluding the deposit)

Public liability insurance; for one off events (e.g. Birthday party's) 10% of the invoice total will be charged to provide cover by the Town Councils Insurance.

All other Hirers will need to provide a copy of their insurance certificate (minimum of 5 million).

Approved: Budget Working Party February