

2019/20 HIRE RATES

Introduction

We operate a two-tier pricing structure, with a standard rate for commercial and private bookings, and a reduced rate for community and charitable activities:

- **Standard rate** – private bookings and businesses (100%)
- **Concessionary rate** – registered charities, community groups, Community Interest Companies (CICs) and charitable activities (50%)

If you wish to hire a room for fund-raising or on behalf of a charity, you will need to provide proof from the charity or organisation which you are raising money for. Your hire period starts as soon as you start using the room for set-up, not when your event starts. Please allow time for set-up and packing away when planning your hire times.

Discounted rates for sole traders are available to those offering affordable, community activities, depending on the activity and the price.

Filming & photoshoots are available at commercial rates. Please contact us to discuss your requirements.

Exclusive building hire, for both public events and private functions, is available at competitive rates, subject to the conditions set out in our Bookings Information sheet.

Underhall, Foyer, Old Library & Ceremony room

- Ad-hoc bookings available during staff hours – Monday to Friday 8am – 5pm.
- Regular bookings (defined as a booking for 6 or more weeks in a row) are available during Hall opening hours, from 8am – 10pm, Monday – Sunday.
- No ad-hoc bookings (which require staff opening / closing) during evenings or weekends (unless booked alongside other spaces, as part of a larger booking / event).
- Minimum hire period is 1 hour.

Side room

- Ad-hoc bookings available during staff hours – Monday to Friday 8am – 5pm.
- No regular bookings.

Off peak: <ul style="list-style-type: none">• Monday – Friday, 8am – 5pm (ad-hoc & regular bookings)• Monday – Thursday, 5pm – 10pm (regular bookings only)			
	Per hour	Half day rate 8am – 12pm or 1pm – 5pm	Full day rate 8am – 5pm
Room hire rate - standard	£20	£60	£140
Room hire rate - concession	£10	£30	£70

Peak rate:			
<ul style="list-style-type: none"> • Friday 6pm – 10pm; Saturday - Sunday 8am – 10pm • Regular bookings only. Ad-hoc hires dependent on staff availability. 			
Room	Per hour	Half day rate 8am – 12pm or 1pm – 5pm	Full day rate 8am – 5pm
Room hire rate - standard	£30	£90	£210
Room hire rate - concession	£15	£45	£105

The Ballroom

- Ad-hoc bookings available during staff hours, Monday to Friday 8am – 5pm.
- Regular bookings (defined as a booking for 6 or more weeks in a row) are available during Hall opening hours, from 8am – 10pm, Monday – Thursday, and 8am – 5pm Friday.

The Ballroom cannot be hired by the hour but is available to hire in the following blocks:

- Half day 8am – 12pm or 1pm – 5pm
- Full day 8am – 5pm
- Evening only 5pm – 10pm
- Full day & evening 8am – 10pm

Friday evening and weekend bookings of the Ballroom are dependent on staff availability and the size and nature of your event. Contact us to discuss your booking requirement.

Off peak:			
<ul style="list-style-type: none"> • Monday – Friday, 7am – 5pm (ad-hoc & regular bookings) • Monday – Thursday, 5pm – 10pm (regular bookings only) 			
	Half day / evening only	Full day	Full day & evening
Ballroom hire rate - standard	£200	£300	£400
Ballroom hire rate - concession	£100	£150	£200

Peak rate:			
<ul style="list-style-type: none"> • Friday, 5pm – 10pm; Saturday – Sunday 7am – 10pm 			
	Half day / evening only	Full day	Full day & evening
Ballroom hire rate - standard	£300	£400	£550
Ballroom hire rate - concession	£150	£200	£275

Additional charges will apply for equipment hire, refreshments and other requirements. For large bookings or those involving the serving of food / alcohol, a cleaning deposit of £150 may also be applied.