



Non Commercial

April 2011 – March 2012

All prices are per hour unless otherwise stated and subject to VAT at the current rate.
There is a minimum charge of 2 hours.

	Monday - Thursday			Friday and Saturday			Sunday /Bank Holidays	
	8am-5pm	5pm-12pm	All Day 8am-11pm	8am-5pm	5pm-12pm	All Day 8am-11pm	All Day 10am-6pm	After 6pm
Festival Hall	25.00	35.00	282.75	30.00	40.00	331.50	280.00	45.00
Rose Room	15.00	25.00	182.25	20.00	30.00	234.00	200.00	35.00

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
Meeting Room	6.00	63.00
Green Room	8.00	84.00
Council Chamber	11.00	115.00

Discount Available for all Rooms: 35% off of total sum for bookings of 6 full days or more including Sundays.

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).