

The Grand Hall	Charge £	VAT £	Total Charge £
<p>This historic hall is situated on the ground floor, equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 220 Concert Style • 120-150 Banquet Style (dependant on your function type – please ask for further details of maximum numbers) • Free use of a side room for changing/storage <p>Use of the stage is available free of charge for concerts, awards ceremony etc....</p> <p><u>COST</u></p> <p>Sunday – Thursday - per hour</p> <p>Friday and Saturday until 3pm– per hour</p> <p>Evening Block Rate with access from 3pm – 1am</p> <p>Half Day Block Rate (9am – 1pm) or (1pm – 5pm) weekdays only *</p> <p>Full Day Block Rate (9am – 5pm) Weekdays only*</p> <p>Promotion* Our Half Day Block Rate of 4 hours is also available for evening bookings from Sunday – Thursday between 1 July 2016 – 31 October 2016. Further concessionary grants are excluded from this promotion.</p>	<p>37.00</p> <p>37.00</p> <p>320.00</p> <p>105.00</p> <p>175.00</p>	<p>7.40</p> <p>7.40</p> <p>64.00</p> <p>21.00</p> <p>35.00</p>	<p>44.40</p> <p>44.40</p> <p>384.00</p> <p>126.00</p> <p>210.00</p>
<p>The Bridestones Suite</p> <p>This room is situated on the first floor with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 100 Cinema style • 50 Boardroom style <p><u>COST</u></p> <p>Monday – Sunday - per hour</p> <p>Half Day Block Rate (9am-1pm) or (1pm-5pm) weekdays only*</p> <p>Full Day Block Rate (9am – 5pm) Weekdays only</p> <p>One off Charge - **When booking the Grand Hall as the main venue for bands/concert/show bookings only – A one off “non-discountable charge” for the use of the Bridestones Suite when used as a changing room</p> <p>Promotion* Our Half Day Block Rate of 4 hours is also available for evening bookings from Sunday – Thursday between 1 July 2016 – 31 October 2016. Further concessionary grants are excluded from this promotion.</p>	<p>26.25</p> <p>90.00</p> <p>140.00</p> <p>**25.00</p>	<p>5.25</p> <p>18.00</p> <p>28.00</p> <p>5.00</p>	<p>31.50</p> <p>108.00</p> <p>168.00</p> <p>30.00</p>
<p>The Spencer Suite</p> <p>Situated on the first floor and equipped with free Wi-Fi access and can hold:</p> <ul style="list-style-type: none"> • 12 Boardroom style • 20-30 Cinema Style <p><u>COST</u></p> <p>Monday – Sunday per hour</p> <p>Half Day Block Rate (9am-1pm) or (1pm-5pm) weekdays only*</p> <p>Full Day Block Rate (9am – 5pm) Weekdays only</p> <p>Promotion* Our Half Day Block Rate of 4 hours is also available for evening bookings from Sunday – Thursday between 1 July 2016 – 31 October 2016. Further concessionary grants are excluded from this promotion.</p>	<p>15.00</p> <p>50.00</p> <p>75.00</p>	<p>3.00</p> <p>10.00</p> <p>15.00</p>	<p>18.00</p> <p>60.00</p> <p>90.00</p>
<p>**Minimum hire period is two hours. Set up and clearance times will be charged at the normal rate.</p> <p>All catering, refreshments and bar provision will be through the Council’s approved commercial partner, ‘Congleton Town Hall Events & Parties’</p> <p>For further details and prices please contact Annette on 0751 594 4138 or email info@congletontownhallevents.co.uk</p> <p><u>Weddings</u></p> <p>Inclusive and tailored Wedding Packages in the Town Hall are available directly through our commercial partner, ‘Congleton Town Hall Events & Parties’. They will arrange both the ceremony and reception or the reception to support a ceremony conducted elsewhere and will offer additional information on services such as catering services, chair covers, table decorations etc...</p> <p>For further details and prices please contact Becky on 0790 060 6225 or email info@congletontownhallevents.co.uk</p> <p><u>Room hire for a Wedding Ceremony only:</u></p> <p>The Grand Hall £660 including VAT (this does not include the cost of the Registrar)</p> <p>The Bridestones Suite £480 including VAT (this does not include the cost of the Registrar)</p> <p>*Please note – At the time of booking your specific room hire times will be confirmed including set up and clearance.</p>			

CONGLETON TOWN COUNCIL – Congleton Town Hall – Hire Charges from 1st April 2016

Room Preparation/Clearance times	This will be charged at the normal rate and must be agreed at the time of booking. We have to be strict about room preparation/clearance times as any overrun may impinge on another customer booking.	
Licensed Bar	The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am and the latest clearance time is 1.30am. For further details on bar times please contact Becky Lawton on 07900 606 225	
Door Staff	The Town Council/Commercial Partners reserve the right to hire SIA registered door staff and pass on the cost to the hirer. The number of door staff required may vary dependent upon the nature of the event and attendance numbers, for further information and price details please contact Becky Lawton on 07900 606 225	
New Year's Eve and Christmas Eve	A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.	
Live or Recorded Music	Congleton Town Council hold both PRS & PPL Licences to cover the hirer, where live or recorded music is to be played on the premises, no additional charge is made for this. If however, the hirer intends to record any live or recorded music, the hirer will be responsible for obtaining the necessary permissions directly.	
Deposits and Bookings	1	A booking will only be accepted upon payment of a 50% deposit for one – off bookings or a minimum of 15% deposit for weekly/monthly bookings.
	2	Each hirer must submit their non-returnable deposit and completed booking form in respect of each application for hire. **A BOOKING MAY NOT BE REGARDED AS ACCEPTED UNTIL IT IS CONFIRMED IN WRITING BY CONGLETON TOWN COUNCIL AND PROVISIONAL BOOKINGS WILL ONLY BE HELD FOR 10 WORKING DAYS.**
	3	A further invoice for any balance outstanding will be issued in the month before the function/event takes place. This invoice must be paid in full with cleared funds before the function/event can take place. In the case of weekly/monthly bookings these will be invoiced at the end of each month.
	4	A final invoice for one off functions may be issued after the event only for breakages/damages, or additional services agreed after the invoice described in point 3. above, was issued.
Concessionary Hire Charges	Congleton Town Council will consider the following concessions to local registered charities and other voluntary/community groups, where they provide a direct benefit to the Town. Please call (01260) 270350 (Option 6) for further details.	
	Hire of rooms and facilities Sundays – Thursdays 8am – 6pm	20% Concessional Grant off the standard room rate.
	Hire of rooms and facilities for weekday evenings (after 6pm) and weekends 8am – 3pm	20% Concessional Grant off the standard room rate.
	Hire of rooms on Friday or Saturday evenings with access from 3pm	50% Concessional Grant off the standard room rate.
	Hire of rooms using the full evening package from Sunday – Thursday	60% Concessional Grant off the standard room rate
Congleton Residents' Concessional Hire Charges	Congleton Town Council will consider providing a concessional grant of 10% off the standard room rate to residents of Congleton, booking for a private function. This will not be in addition to any other offer, discount or concession.	