

CONGLETON TOWN COUNCIL – Congleton Town Hall – Hire Charges from 1st April 2018

The Grand Hall	Charge £	VAT £	Total Charge £
This historic hall is situated on the ground floor, equipped with free Wi-Fi access and can hold: • 220 Concert Style • 120-150 Banquet Style (dependant on your function type – please ask for further details of maximum numbers) Free use of the Campbell Suite as a side room for changing/storage Free use of the stage for concerts, awards ceremonies etc....			
<u>COST</u>			
Standard Hourly Rate	37.00	7.40	44.40
Friday and Saturday Standard Hourly Rate – With access prior to 3pm	37.00	7.40	44.40
Friday & Saturday Evening Block Rate with access from 3pm and clearance at 1am	350.00	70.00	420.00
Sunday to Thursday —4 Hour Block Rate between the hours of 8am – 6pm	105.00	21.00	126.00
Sunday to Thursday —8 Hour Block Rate between the hours of 8am – 6pm	175.00	35.00	210.00
The Bridestones Suite			
This room is situated on the first floor and is accessible from the ground floor by lift, equipped with free Wi-Fi access and can hold: • 100 Cinema style • 50 Boardroom style			
<u>COST</u>			
Standard Hourly Rate	29.00	5.80	34.80
Sunday to Friday —4 Hour Block Rate between the hours of 8am – 6pm	99.00	19.80	118.80
Sunday to Friday —8 Hour Block Rate between the hours of 8am – 6pm	155.00	31.00	186.00
One off Charge -*When hiring the Grand Hall as the main venue ,a one off “non-discountable charge” for the use of the Bridestones Suite as a side room will be charged.	*25.00	5.00	30.00
The Spencer Suite			
Situated on the first floor and is accessible from the ground floor by lift, equipped with free Wi-Fi access and can hold: • 12 Boardroom style • 20-30 Cinema Style			
<u>COST</u>			
Standard Hourly Rate	15.00	3.00	18.00
Sunday to Friday —4 Hour Block Rate between the hours of 8am – 6pm	50.00	10.00	60.00
Sunday to Friday —8 Hour Block Rate between the hours of 8am – 6pm	75.00	15.00	90.00
One off Charge -**When hiring the Grand Hall as the main venue, a one off “non-discountable charge” for the use of the Spencer Suite as a side room will be charged.	**15.00	3.00	18.00
**Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly. All catering, refreshments and bar provision will be through the Council’s approved Commercial Partner, ‘Congleton Town Hall Events & Parties’ For further details and prices please contact Annette on 0751 594 4138 or email info@congletontownhallevents.co.uk			
<u>Weddings</u> 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. They will offer additional information and prices on services such as catering services, chair covers, table decorations etc... For further details and prices please contact Becky on 0790 060 6225 or email info@congletontownhallevents.co.uk			
<u>Room hire for a Wedding Ceremony only:</u> The Grand Hall £660 including VAT (this does not include the cost of the Registrar) The Bridestones Suite £480 including VAT (this does not include the cost of the Registrar) *Please note – At the time of booking your specific room hire times will be confirmed, including room preparation and clearance times.			

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Room Preparation/Clearance times	Room preparation and clearance times must be agreed at the time of booking and will be costed at the applicable room rate. Room preparation/clearance times need to be strictly adhered to as any overrun may impinge on another customer booking. Additional hours not agreed at the time of booking will be charged accordingly.	
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 1.00am, for further details on bar times please contact: Becky Kanauros - Congleton Town Hall Events & Parties 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 Kanauros - Congleton Town Hall Events & Parties 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. 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.**
	2	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.
	3	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 a 50% concessional grant to local registered charities and other local voluntary/community groups, where they provide a direct benefit to the Town. This will not be in addition to any other discount or concession and will not apply to the 4 hour and 8 hour block rates. Please call (01260) 270350 (Option 6) for further details. Where a concessional grant is awarded the hirer will acknowledge the contribution made by Congleton Town Council when arranging promotional activity or literature including press releases relating to the event.	
Congleton Residents' Concessionary 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 discount or concession and will not apply to the 4 hour and 8 hour block rates.	