

# ASSEMBLY ROOMS COMMERCIAL HIRE CHARGES

Market Hall, Market Place, Chesterfield, S40 1AR

Booking Enquiries to Chesterfield Visitor Information Centre, Rykneld Square, Chesterfield S40 1SB

Tel (01246) 345 333 (9.30am - 5pm Mon to Fri)

Email [venuehire@chesterfield.gov.uk](mailto:venuehire@chesterfield.gov.uk) Visit [chesterfieldvenuehire.co.uk](http://chesterfieldvenuehire.co.uk)

## Commercial hire charges from 1 April 2018

Special Note Rooms should be booked to include setting up and clearing away time and if a bar is arranged one hour after the bar closes.	<b>MAIN HALL</b> Max 200 persons	<b>MEETING ROOM 1</b> Max 40 persons	<b>MEETING ROOM 2</b> Max 20 persons
	Minimum booking 3 hours	Meeting rooms minimum booking Weekdays before 5pm - 2 hours Weekdays after 5pm - 3 hours Weekends - 3 hours	
<b>Available Days and Times</b>	<b>Hourly Rate £</b>		
Monday – Thursday before 5pm	40.00	12.00	9.00
Monday – Thursday after 5pm	46.50	26.00	25.50
Friday before 5pm	52.50	17.00	14.00
Friday after 5pm	65.00	34.00	33.00
Saturday – Sunday before 5pm	52.50	36.50	33.50
Saturday – Sunday after 5pm	65.00	36.50	33.50
Add the KITCHEN for an additional rate of 11.00 per hour			
<b>Block Booking Discount</b> Book 10 or more dates and get a reduced rate per hour. (terms and conditions apply)			
Monday – Thursday before 5pm	36.00	11.00	8.00
Monday – Thursday after 5pm	41.50	N/A	N/A
Friday – Sunday before 5pm	47.50	N/A	N/A
Friday – Sunday after 5pm	58.00	N/A	N/A
Add the KITCHEN for an additional rate of 8.50 per hour			
<b>Staffing Charges</b>			
Duty Manager: 19.50 per hour incl. vat	Caretaker: 19.50 per hour incl. vat		
Security Staff: 19.50 per hour incl. vat	Front of House Staff: 14.50 per hour incl. vat		

(The above charges are inclusive of Vat at the current rate)

## BANK HOLIDAY HIRINGS: BY NEGOTIATION ONLY

All customers must pay a holding deposit of £100 at the time of booking for all bookings.

This 'deposit' is payable on top of the hire charge, and will be refunded after the event if no damage arises.

**The Deposit will not be refunded if the event is cancelled.** The remaining hire charges are payable four weeks before the event or immediately if the booking is made within this period. Please make cheques payable to Chesterfield Borough Council, Credit/Debit Cards accepted.



**CHESTERFIELD**  
BOROUGH COUNCIL