

# ASSEMBLY ROOMS COMMUNITY 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 Monday to Friday)

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

## Community hire charges from 1 April 2018

Applicable to charity events, private social events and meetings for non-profit making organisations

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	26.50	7.50	5.50
Monday – Thursday after 5pm	32.00	17.50	16.50
Friday before 5pm	37.00	10.00	9.50
Friday after 5pm	45.00	24.00	22.50
Saturday – Sunday before 5pm	37.00	£35.50	£32.50
Saturday – Sunday after 5pm	45.00	£35.50	£32.50
	Add the KITCHEN for an additional rate of 6.70 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	22.00	6.00	5.00
Monday – Thursday after 5pm	26.00	N/A	N/A
	Add the KITCHEN for an additional rate of 5.50 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 prices are inclusive of Vat at the current rate)

### BANK HOLIDAY HIRINGS: BY NEGOTIATION ONLY AT DOUBLE RATES.

All customers must pay a holding deposit of £100 at the time of booking for all events which request a Bar and / or arrange some form of entertainment. 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