

# WINDING WHEEL AUDITORIUM COMMUNITY HIRE CHARGES

13 Holywell Street, Chesterfield. S41 7SA

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)

## Scale of Charges from 1 April 2018

All Bookings are subject to a minimum of <b>three</b> hours booking (excluding kitchens) £75.00 plus VAT minimum hire charge applies.  Rooms should be booked to include setting up and clearing away time. If a bar is arranged, please allow one hour after the bar closes.		<b>WINDING WHEEL AUDITORIUM</b>			
		300-600 persons			<b>Hire Charge (including VAT) £</b>
		Hourly Rate £	<b>VAT £</b>		
<b>Community Charge</b> e.g. Private, Social events, non-profit making clubs, charity events, Mon-Fri meetings.	Mon-Thu pre 5pm	41.67	8.33	50.00	
	Mon-Thu after 5pm	66.67	13.33	80.00	
	Fri-Sun pre 5pm	62.50	12.50	75.00	
	Fri-Sun after 5pm	87.50	17.50	105.00	
	CIRCLE	14.17	2.83	17.00	
	KITCHEN (per hour)	7.50	1.50	9.00	
	SERVERY (per event)	13.33	2.67	16.00	
Large event discount (20%) for bookings of all rooms for more than 1 day on consecutive days.					
<b>Community Discount</b> Discounted rate to non-profit making clubs or associations who block book 10 or more dates excluding Sat/Sun with 1 month flexibility clause re venue/time	Mon- Fri pre 5pm	33.33	6.67	40.00	
	Mon-Fri after 5pm	55.00	11.00	66.00	
	KITCHEN (per hour)	5.83	1.17	7.00	
	SERVERY (per event)	11.25	2.25	13.50	
<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 subject to VAT. VAT is charged at the prevailing rate as applicable)*

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

All customers must pay a holding deposit of £100 plus vat or 10% of hire charge at the time of booking.

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.*



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		300-600 persons		<b>Hire Charge (including VAT) £</b>
		Hourly Rate £	<b>VAT £</b>	
<b>COMMERCIAL HIRINGS</b>	Mon-Thu pre 5pm	82.33	17.67	100.00
	Mon-Thu after 5pm	133.33	26.67	160.00
	Fri-Sun pre 5pm	118.33	23.67	142.00
	Fri-Sun after 5pm	170.83	34.17	205.00
	CIRCLE	27.50	5.50	33.00
	KITCHEN (per hour)	11.67	2.33	14.00
	SERVERY (per function)	17.50	3.50	21.00
<b>Block Booking Discount</b> Discount to commercial organisations making a block booking of 10 or more dates. 1 month flexibility clause re venue and or time applies.	Mon-Thu pre 5pm	66.67	13.33	80.00
	Mon-Thu after 5pm	108.33	21.67	130.00
	Fri-Sun pre 5pm	94.17	18.83	113.00
	Fri-Sun after 5pm	137.50	27.50	165.00
	KITCHEN (per hour)	9.17	1.83	11.00
	SERVERY (per function)	15.00	3.00	18.00
<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				

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## WINDING WHEEL BALLROOM COMMUNITY HIRE CHARGES

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**Scale of Charges from 1 April 2018**

All Bookings are subject to a minimum of <b>three</b> hours booking (excluding kitchens) £75 plus VAT minimum hire charge applies.  Rooms should be booked to include setting up and clearing away time. If a bar is arranged, please allow one hour after the bar closes.		<b>WINDING WHEEL BALLROOM</b>		
		100-200 persons	<b>VAT</b>	<b>Hire Charge (including VAT)</b>
		Hourly Rate	<b>£</b>	<b>£</b>
		£		
<b>Community Charge</b> e.g. Private, Social events, non-profit making clubs, charity events and Mon-Fri meetings.	Mon-Thu pre 5pm	32.50	6.50	39.00
	Mon-Thu after 5pm	37.50	7.50	45.00
	Fri-Sun pre 5pm	48.33	9.67	58.00
	Fri-Sun after 5pm	54.17	10.83	65.00
	KITCHEN (per hour)	7.50	1.50	9.00
	SERVERY (per event)	13.33	2.67	16.00
Large event discount (20%) for bookings of all rooms for more than 1 day on consecutive days.				
<b>Community Discount</b> Discounted rate to non-profit making clubs or associations who block book 10 or more dates excluding Sat/Sun with 1 month flexibility clause re venue/time	Mon-Fri pre 5pm	25.83	5.17	31.00
	Mon-Fri after 5pm	30.00	6.00	36.00
	KITCHEN (per hour)	5.83	1.17	7.00
	SERVERY (per event)	11.25	2.25	13.50
<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		

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

All customers must pay a holding deposit of £100 plus vat or 10% of hire charge at the time of booking plus VAT. This 'deposit' is payable on top of the hire charge, and will be refunded after the event if no damage arises.

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		100-200 persons	Hourly Rate £	VAT £	Hire Charge (including VAT) £
<b>COMMERCIAL HIRINGS</b>	Mon-Thu pre 5pm		63.33	12.67	76.00
	Mon-Thu after 5pm		74.17	14.83	89.00
	Fri-Sun pre 5pm		96.67	19.33	116.00
	Fri-Sun after 5pm		106.67	21.13	128.00
	KITCHEN (per hour)		10.83	2.17	13.00
	SERVERY (per function)		17.50	3.50	21.00
<b>Block Booking Discount</b> Discount to commercial organisations making a block booking of 10 or more dates. 1 month flexibility clause re venue and or time applies.	Mon-Thu pre 5pm		50.83	10.17	61.00
	Mon-Thu after 5pm		59.17	11.87	71.00
	Fri-Sun pre 5pm		77.50	15.50	93.00
	Fri-Sun after 5pm		85.83	17.17	103.00
	KITCHEN (per hour)		9.17	1.83	11.00
	SERVERY (per function)		15.00	3.00	18.00
<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			

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**WINDING WHEEL FUNCTION ROOM COMMUNITY HIRE CHARGES**

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		Hourly Rate £	VAT £	Hire Charge (including VAT) £
<b>Community Charge</b> Private, Social events, non-profit making clubs, charity events and Mon - Fri meetings.	Mon-Thu pre 5pm	22.08	4.42	26.50
	Mon-Thu after 5pm	27.50	5.50	33.00
	Fri-Sun pre 5pm	30.83	6.17	37.00
	Fri-Sun after 5pm	37.50	7.50	45.00
	KITCHEN (per hour)	7.50	1.50	9.00
	SERVERY (per event)	13.33	2.67	16.00
Large event discount (20%) for bookings of all rooms for more than 1 day on consecutive days.				
<b>Community Discount</b> Discounted rate to non-profit making clubs or associations who block book 10 or more dates excluding Saturday/Sunday with 1 month flexibility clause re venue/time	Mon-Fri pre 5pm	17.50	3.50	21.00
	Mon-Fri after 5pm	25.00	5.00	30.00
	KITCHEN (per hour)	5.83	1.17	7.00
	SERVERY (per event)	11.25	2.25	13.50
<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		

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<b><u>COMMERCIAL HIRE CHARGES</u></b>		<b>WINDING WHEEL FUNCTION ROOM</b> 30-120 persons	<b>VAT</b> £	<b>Hire Charge (including VAT) £</b>
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<b>COMMERCIAL HIRINGS</b>	Mon-Thu pre 5pm	33.33	6.67	40.00
	Mon-Thu after 5pm	41.67	8.33	50.00
	Fri-Sun pre 5pm	50.00	10.00	60.00
	Fri-Sun after 5pm	58.33	11.67	70.00
	KITCHEN (per hour) SERVERY (per function)	10.83 17.50	2.17 3.50	13.00 21.00
<b>Block Booking Discount</b> Discount to commercial organisations making a block booking of 10 or more dates. 1 month flexibility clause re venue and or time applies.	Mon-Thu pre 5pm	29.17	5.83	35.00
	Mon-Thu after 5pm	37.50	7.50	45.00
	Fri-Sun pre 5pm	45.83	9.17	55.00
	Fri-Sun after 5pm	54.17	10.83	65.00
<b>STAFFING CHARGES</b>				
Duty Manager: £19.50 per hour incl. vat                      Caretaker: £19.50 per hour incl. vat				
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