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 **Visit** chesterfieldvenuehire.co.uk

Commercial hire charges from 1 April 2019

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.	**MAIN HALL** Max 200 persons Minimum booking 3 hours	**MEETING ROOM 1** Max 40 persons	**MEETING ROOM 2** Max 20 persons
		Meeting rooms minimum booking Weekdays before 5pm - 2 hours Weekdays after 5pm - 3 hours Weekends - 3 hours	
Available Days and Times	**Hourly Rate £**		
Monday – Thursday before 5pm	41.00	13.00	10.00
Monday – Thursday after 5pm	48.00	27.00	26.00
Friday before 5pm	53.00	18.00	15.00
Friday after 5pm	66.00	35.00	34.00
Saturday – Sunday before 5pm	53.00	37.50	34.50
Saturday – Sunday after 5pm	66.00	37.50	34.50
	Add the KITCHEN for an additional rate of 12.00 per hour		
Block Booking Discount Book 10 or more dates and get a reduced rate per hour. (terms and conditions apply)			
Monday – Thursday before 5pm	37.00	12.00	9.00
Monday – Thursday after 5pm	43.00	N/A	N/A
Friday – Sunday before 5pm	48.00	N/A	N/A
Friday – Sunday after 5pm	59.00	N/A	N/A
	Add the KITCHEN for an additional rate of 9.00 per hour		
Staffing Charges Duty Manager: 20.00 per hour incl. vat Security Staff: 20.00 per hour incl. vat	Caretaker: 20.00 per hour incl. vat Front of House Staff: 15.00 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 **eight** 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