

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 Visit chesterfieldvenuehire.co.uk

Community hire charges from 1 April 2019

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.	MAIN HALL Max 200 persons	MEETING ROOM 1 Max 40 persons	MEETING ROOM 2 Max 20 persons
	Minimum booking 3 hours	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	27.50	8.00	6.00
Monday – Thursday after 5pm	33.50	18.00	17.00
Friday before 5pm	38.00	11.00	10.00
Friday after 5pm	46.00	25.00	23.00
Saturday – Sunday before 5pm	38.00	N/A	N/A
Saturday – Sunday after 5pm	46.00	N/A	N/A
Add the KITCHEN for an additional rate of 7.00 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	23.00	6.50	5.50
Monday – Thursday after 5pm	27.00	N/A	N/A
Add the KITCHEN for an additional rate of 6.00 per hour			
STAFFING CHARGES			
Duty Manager: £20.00 per hour incl. vat	Caretaker: £20.00 per hour incl. vat		
Security Staff: £20.00 per hour incl. vat	Front of House Staff: £15.00 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 **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.



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