

# 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 2020

<b>Special Note</b> 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	42.00	13.40	10.30
Monday – Thursday after 5pm	49.00	27.50	26.50
Friday – Sunday before 5pm	54.00		
Friday -Sunday after 5pm	67.00		
Fri Minimum (2hrs) pre 5pm		18.50	15.50
Fri minimum (3hrs) post 5pm		36.00	35.00
Sat and Sunday minimum 3hrs		38.50	35.50
Add the KITCHEN for an additional rate of 12.40 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	38.00	12.40	9.30
Monday – Thursday after 5pm	44.00	N/A	N/A
Friday – Sunday before 5pm	49.00	N/A	N/A
Friday – Sunday after 5pm	60.00	N/A	N/A
Add the KITCHEN for an additional rate of 9.30 per hour			
<b>Staffing Charges</b>	Duty Manager: 20.50 per hour incl. vat		
Security Staff: 20.50 per hour incl. vat	Caretaker: 20.50 per hour incl. vat		
	Front of House Staff: 15.50 per hour incl. vat		

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

## BANK HOLIDAY HIRINGS EASTER WEEKEND CHRISTMAS PERIOD 24<sup>TH</sup> DECEMBER TO 1<sup>ST</sup> JANUARY: BY NEGOTIATION ONLY AT DOUBLE RATES OF SATURDAY AND SUNDAY CHARGES

Customers holding a Wedding, Party or Performance must pay a holding deposit of £250 plus vat. Other events must pay £100 + vat 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.**



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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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