

ROYSTON TOWN COUNCIL – Hire charges from 1st April 2018

Private Rates*	Hourly Rate			Commercial Rates**	Hourly Rate		
	Off Peak 0900-1800	Peak 1800-2300	Peak 2300 -		Off Peak 0900-1800	Peak 1800-2300	Peak 2300 -
General Public Registered Charities (where fund raising) Voluntary Organisations				Companies and events held for profit			

Heritage (Lower) Hall: Capacity for fire regulations 180 people; seated 120 and for dancing 150

Mon-Thurs	£13.50	£21.00	£37.00	Mon-Thurs	£16.00	£26.50	£52.50
Friday	£13.50	N/A	N/A	Friday	£16.00	N/A	N/A
Saturdays	£21.00	N/A	N/A	Saturdays	£31.50	N/A	N/A
Sundays	£21.00	£26.50	£42.00	Sundays	£31.50	£31.50	£63.00

Hardwicke (Upper) Hall: Capacity for fire regulations 180 people; seated theatre-style 134(including balcony seats).

Mon-Thurs	£13.50	£21.00	£37.00	Mon-Thurs	£16.00	£26.50	£52.50
Friday	£13.50	N/A	N/A	Friday	£16.00	N/A	N/A
Saturdays	£21.00	N/A	N/A	Saturdays	£31.50	N/A	N/A
Sundays	£21.00	£26.50	£42.00	Sundays	£31.50	£31.50	£63.00

Both Halls

Mon-Thurs	£21.00	£31.50	£52.50	Mon-Thurs	£26.50	£37.00	£79.00
Friday	£21.00	N/A	N/A	Friday	£26.50	N/A	N/A
Saturdays	£26.50	N/A	N/A	Saturdays	£42.00	N/A	N/A
Sundays	£26.50	£37.00	£52.50	Sundays	£42.00	N/A	N/A

Market Hill Rooms: Capacity 150 (Minimum hire 1 hour)

Mon-Fri	£10.50	£13.00	£21.00	Mon-Fri	£16.00	£18.50	£31.50
Saturday	£13.00	£16.00	£26.50	Saturday	£16.00	£18.50	£37.00
Sunday	£13.00	£16.00	£26.50	Sunday	£16.00	£18.50	£37.00

Room 11 or Committee Room - Capacity 40 & 30 respectively (Minimum hire 1 hours) 7 days a week

# RCA Members Mon -Fri	£6.50	£6.50	N/A	Mon-Fri	£13.00	£16.00	N/A
Non RCA Members Mon -Fri	£8.50	£8.50	N/A				
Saturdays & Sundays	£13.00	£13.00	N/A	Saturdays & Sundays	£16.00	£16.00	N/A

RCA Kitchen - available free of charge for use during hire of Room 11 or the Committee Room

IMPORTANT INFORMATION

- The Town Council premises are not licensed for the sale of alcohol (please refer to the Conditions for Hire)
- Room 11 and the Committee Room are not suitable for parties
- The Market Hill Rooms are not licensed for public entertainment music and dancing
- N/A = Not available

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BONDS AGAINST DAMAGE

Heritage Hall, Hardwicke Hall

A bond of £250 is required from occasional hirers prior to the date booked - please refer to the Conditions for Hire.

Market Hill Rooms

Adult parties held during peak times:

A bond of £250 is required from occasional hirers prior to the date booked - please refer to the Conditions for Hire.

Children's Parties held during off-peak times:

A bond of £50 is required from occasional hirers prior to the date booked - please refer to the Conditions for Hire.

Children's Parties held during peak times:

A bond of £250 is required from occasional hirers prior to the date booked – please refer to the Conditions for Hire

Please note:

Bonds paid by cheque are required **4 weeks prior** to the date booked. Cheques will be banked on receipt and will be returned to the Hirer as soon as possible after the date of the booking (subject to no damage being caused or additional costs being incurred as a result of the hire). This will normally be after the next meeting of the Town Council's Finance Committee so there may be a delay.

Bonds paid by cash can be paid at any time up to the date booked and will be returned after inspection of the hall has been carried out. A deduction may be made if damage is caused or additional costs are incurred by the Town Council as a result of the hire.

CANCELLATION OF A BOOKING

In the unfortunate circumstance that you have to cancel your room booking then please give a minimum of two weeks' notice in writing. The notice will be effective on the date received by the Town Council. If less than two weeks' notice is given then 50% of the charge of the booking will be incurred by the hirer.

DISCOUNTS

Hardwicke Hall, Heritage Hall and Market Hill Rooms: Voluntary organisations qualify for a 15% reduction if account settled within one month (subject to sight of annual accounts).

Regular commercial weekly/monthly bookings: are subject to a 7.5% discount if account is settled within one month (only applies after the first, full month's bookings for first time hirers).

RCA Members' rate: Proof of current membership of Royston Community Association is required to qualify for the discounted rate.