

INDOOR VENUES Fees & Charges 2011/12

* Minimum hour bookings apply: HTH 4 hours weekdays, 5 hours weekends. FTH 4 hours throughout.

* Main Event Hourly rate does not include set up and breakdown

* Any additional hours required for set up & breakdown are charged at 1/2 the appropriate hourly rate

* 'Weekday daytime' is Monday - Friday, 09:00 - 17:00

* 'Weekday evening' is Monday - Thursday, 09:00 - 17:00

* 'Weekend' is Friday after 17:00, all day Saturday and Sunday

* Discounts 10% for Registered Charities in the Borough (does not apply to special 1/2 day / full day rates)

HTH Assembly Hall		DAY	TIME	MAIN EVENT HOURLY RATE	MINIMUM COST OF BOOKING
Weekday daytime	4 hour minimum	Mon – Fri	09:00 - 17:00	£200.00	£800.00
Weekday evening	4 hour minimum	Mon - Thurs	17:00 - 00:00	£260.00	£1,040.00
Weekend	5 hour minimum event time	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£300.00	£1,500.00
Promoted ticketed events		Any day	09:00 - 00:00	£420.00	
Bank Holidays, New Years Eve		Any day	09:00 - 00:00	£600.00	
After midnight add £50 per hour			00:00 - 02:00	£50.00	
HTH Small Hall					
Weekday daytime	1/2 day rate (4hrs)	Mon - Fri	09:00 - 17:00		£300.00
Weekday daytime	Full day rate (8hrs)	Mon - Fri	09:00 - 17:00		£550.00
Weekday daytime		Mon - Fri	09:00 - 17:00	£80.00	
Weekday evening	4 hour minimum	Mon - Thurs	17:00 - 00:00	£100.00	£400.00
Weekend	5 hour minimum	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£125.00	£625.00
HTH Council Chamber					
Weekday daytime	1/2 day rate (4hrs)	Mon - Fri	09:00 - 17:00		£250.00
Weekday daytime	Full day rate (8hrs)	Mon - Fri	09:00 - 17:00		£500.00
Weekday daytime		Mon - Fri	09:00 - 17:00	£80.00	
Weekday evening	4 hour minimum	Mon - Thurs	17:00 - 00:00	£90.00	£360.00
Weekend	5 hour minimum	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£100.00	£500.00
Ante Room supplements available					

HTH Committee Room 1, Courtyard Room		DAY	TIME	MAIN EVENT HOURLY RATE	MINIMUM COST OF BOOKING
Weekday daytime	1/2 day rate (4hrs)	Mon - Fri	09:00 - 17:00		£200.00
Weekday daytime	Full day rate (8hrs)	Mon - Fri	09:00 - 17:00		£350.00
Weekday daytime		Mon - Fri	09:00 - 17:00	£70.00	
Weekday evening	4 hour minimum	Mon - Thurs	17:00 - 00:00	£80.00	£320.00
Weekend	5 hour minimum	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£90.00	£450.00
HTH Committee rooms 2,3,4					
Weekday daytime	1/2 day rate (4hrs)	Mon - Fri	09:00 - 17:00		£150.00
Weekday daytime	Full day rate (8hrs)	Mon - Fri	09:00 - 17:00		£280.00
Weekday daytime		Mon - Fri	09:00 - 17:00	£50.00	
Weekday evening	4 hour minimum booking	Mon - Thurs	17:00 - 00:00	£60.00	£240.00
Weekend	5 hour minimum booking	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£70.00	£280.00
FTH Grand Hall					
Weekday daytime	4 hour minimum booking	Mon - Fri	09:00 - 17:00	£150.00	£600.00
Weekday evening	4 hour minimum booking	Mon - Thurs	17:00 - 00:00	£255.00	£1,020.00
Weekend	4 hour minimum booking	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£280.00	£1,120.00
Promoted ticketed events		Any day	09:00 - 00:00	£410.00	
Bank Holidays, New Years Eve		Any day	09:00 - 00:00	£560.00	
After midnight add £50 per hour			00:00 - 02:00	£50.00	
FTH Concert Hall					
	Subject to Grand Hall booking				
Weekday daytime	1/2 day rate (4hrs)	Mon - Fri	09:00 - 17:00		£300.00
Weekday daytime	Full day rate (8hrs)	Mon - Fri	09:00 - 17:00		£550.00
Weekday daytime		Mon - Fri	09:00 - 17:00	£90.00	
Weekday evening	4 hour minimum booking	Mon - Thurs	17:00 - 00:00	£100.00	£400.00
Weekend	4 hour minimum booking	Friday pm Sat - Sun	17:00 - 00:00 09:00 - 00:00	£125.00	£600.00
Concert hall to be added to the Grand hall booking	Flat rate supplement			£225.00	

INDOOR VENUE HIRE Add on Supplements				ADD ON FEE	
PA system with basic microphone				£150.00	
Audio visual equipment				POA	
Technical support				POA	
Cleaning / toilet attendant	Minimum of 4 hour session			POA	
HTH Self catering	including use of kitchen			£300.00	
HTH Self catering	without kitchen			£150.00	
FTH Self catering	including use of kitchen			£200.00	
FTH Self catering	without kitchen			£100.00	
Corkage (giving away alcohol)	up to 500 guests			£300.00	
Corkage (giving away alcohol)	over 500 guests			£500.00	
Customers own pay bar				£550.00	