

**WEEKEND SCHEDULE OF PROPOSED CHARGES
1ST APRIL 2009 TO 31ST MARCH 2010**

A non-refundable deposit of 25% of the hire charge per day is required for bookings of all halls.

	Saturday 1st hour £	each extra hour £	Sunday 1st hour £	each extra hour £
<u>York House</u> - Regular hirers, voluntary groups & charities				
Clarendon Hall	120	40	140	50
Hyde Room	70	30	105	35
Clarendon/Hyde Suite	165	50	210	75
Salon	55	55	55	55
Terrace Rooms	55	55	55	55
Council Chamber	55	55	55	55
<u>York House</u> – One-off social functions				
Clarendon Hall	485	210	485	210
Hyde Room	385	155	385	155
Clarendon/Hyde Suite	725	280	725	280
Salon	170	170	170	170
Terrace Rooms	170	170	170	170
20% discount for Borough residents				
<u>Civil Marriage Ceremonies</u> (room hire)				
Terrace Room or Salon	550	n/a	550	n/a
20% discount for Borough residents				
<u>Sheen Lane</u> Regular hirers, voluntary groups & charities				
Large Hall	94	31	112	42
Small Area	54	22	81	28
Stage End	72	28	91	34
<u>Sheen Lane</u> – One-off social functions				
Large Hall	335	120	335	120
Small Area	220	80	220	80
Stage End	250	110	250	110
20% discount for Borough residents				
<u>Murray Park</u>	43	28	43	28
<u>Bullen Hall</u>	39	19	39	19

**WEEKDAY, DAYTIME AND EVENING SCHEDULE OF PROPOSED CHARGES
1ST APRIL 2009 TO 31ST MARCH 2010**

A non-refundable deposit of 25% of the hire charge per day is required for bookings of all halls. Evening charges commence at 6pm.

	Daytime 1st Hour	Each Extra Hour	Evenings 1 st Hour	Each Extra Hour
	£	£	£	£
<u>York House</u>				
Clarendon Hall	60	20	86	22
Hyde Room	37	12	53	16
Clarendon/Hyde Suite	89	25	125	31
Salon *	n/a	n/a	53	37
Terrace Rooms *	n/a	n/a	53	37
Council Chamber *	n/a	n/a	53	37

* Restricted use – Wednesday and Friday evenings only

York House – Weekdays - one-off social functions

Clarendon Hall	385	120	385	120
Hyde Room	265	90	265	90
Clarendon/Hyde Suite	555	140	555	140
Salon**	See point below		170	170
Terrace Rooms**	See point below		170	170

** Rooms available Friday afternoons only for marriage ceremonies/receptions
20% discount for Borough residents

Civil Marriage Ceremonies (room hire)

Terrace Room or Salon	550	n/a	n/a	n/a
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20% discount for Borough residents

Sheen Lane

Large Hall	60	20	86	22
Small Area	36	12	52	16
Stage End	49	15	70	19

Murray Park

	37	13	39	16
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Bullen Hall

	35	12	36	15
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NOTES

1. York House
 - use of full stage lighting (Clarendon Hall) £100 per day
 - amplification equipment £60 per day
(plus additional charge if electrician is required to be in attendance)
 - erection of banner £200

2. York House - the following returnable deposits are required for social bookings:

Salon	£250
Terrace Rooms	£250
Hyde Room	£200
Clarendon Hall/Hyde Room	£500

3. Sheen Lane Centre and Murray Park Hall - a returnable deposit of £50 to £350 (based on type of function) is required for social bookings.
4. In exceptional circumstances extensions after 12 midnight are granted at York House. A surcharge is applicable to cover extra staff costs for extensions and for bookings on bank holidays.
5. Discounts:
A discount of 20% is allowed for local voluntary organisations and charities except for licensed events that are open to the public. This is not applicable to weekend bookings at York House between 1 April and 30 September inclusive when the premium rate applies (see note 8)

The following block booking discounts apply to a total of six or more bookings (on separate days):

30% reduction weekdays between 9am and 6pm

20% reduction evenings after 6pm and weekends

Where a block booking discount has been given the full letting charges will apply and no reimbursement of fees will be given due to cancellation by hirers.

6. All charges for lettings for functions promoted wholly or partly for private profit, and for corporate entertainment, will be increased by a minimum of 50% subject to negotiation.
7. There is an additional charge of 5% in respect of the performance of copyright music.
8. The premium rate is applicable to all weekend bookings at York House between 1 April and 30 September inclusive.
9. Local voluntary organisations or charities booking for five or more consecutive days may negotiate an additional discount.
10. Hire periods at York House during the weekends are subject to the following minimum hire period (excluding marriage ceremonies):
Clarendon Hall and Hyde Room - six hours
Salon and Terrace Rooms - four hours
A reduced hire period can be negotiated for the use of the Salon and Terrace Rooms when used in conjunction with other rooms.
11. Reduced rates can be negotiated to assist new regular weekly hirers to become established for an initial three-month period, in selected halls only.
12. There is an additional charge, at the market rate, for each door steward required at all social events as recommended.
13. These new charges apply to all hirings taking place between 1.4.2009 and 31.3.2010 and not the prices prevailing at the time of booking.