

YORK HOUSE
1ST April 2011 – 31ST March 2012
 Wedding & Private Function charges

Weekday Charges (Monday to Thursday 9am – 11pm, Friday 9am – 1am)

Please note there is restricted access to the Salon, Terrace Room & Council Chamber during the week.

Room	Hourly rate	Minimum hire period
Clarendon Hall	£170	6 hours (£1020)
Hyde Room	£125	6 hours (£750)
Clarendon Hall & Hyde Room	£240	6 hours (£1440)
Salon	£175	4 hours (£700)
Terrace Room	£175	4 hours (£700)
Council Chamber	£175	4 hours (£700)

Weekend Charges (Saturday 9am – 1am, Sunday 10am - midnight)

Room	Hourly rate	Minimum hire period
Clarendon Hall	£270	6 hours (£1620)
Hyde Room	£200	6 hours (£1200)
Clarendon Hall & Hyde Room	£380	6 hours (£2280)
Salon	£175	4 hours (£700)
Terrace Room	£175	4 hours (£700)
Council Chamber	£175	4 hours (£700)

Civil Marriage Ceremonies & Civil Partnership Ceremonies

Room	Charge
Salon	£650
Terrace Room	£650

Please note the Registrar must be booked directly and there is an additional charge for their services. You can contact The Richmond Registrar on 020 8940 2853.

Please note that ceremonies are available on Fridays from 2pm onwards, and all day on Saturdays and Sundays.

Please see overleaf for additional notes.

Notes

1. A non-refundable deposit of 25% of the hire charge is required to secure all bookings.
2. A refundable deposit is required for all social bookings to cover any damage, additional cleaning or additional time used. Full details are provided in the Terms & Conditions.
3. There is a 20% discount for hirers living within the London Borough of Richmond upon Thames. Please note that current proof of address is required with your application form (eg. Council Tax / gas / utility bill)
4. All time required for set up / clearing must be booked in advance.
5. There is an additional charge of 5% in respect of the performance of copyright music.
6. There is additional charge, at the market rate, for each additional door steward required at all social events to comply with licensing requirements. A quote will be supplied at the time of booking.
7. Equipment / additional services available;

▪ Use of spot lights in Clarendon Hall	£80 + VAT
▪ Use of PA system in Clarendon Hall	£60 + VAT
▪ Erection of Banner (up to 2 weeks)	£200 + VAT
▪ Projection screen	£5 + VAT
8. There are no kitchen facilities available with the Salon, Terrace Room or Council Chamber.
9. Please note a handling fee of 1.80% is applied to all payments made via credit card.
10. The charges listed above apply to all events taking place between 1st April 2011 and 31st March 2012 inclusive.

