

YORK HOUSE

1ST April 2012 – 31ST March 2013

Standard Charges – Regular hirers, voluntary groups & charities

Weekday Charges (Monday – Friday)

Room	Hourly rate 9am – 6pm	Hourly rate 6pm – 11pm	Minimum hire period
Clarendon Hall	£51	£69	2 hours
Hyde Room	£32	£46	2 hours
Clarendon Hall & Hyde Room	£73	£103	2 hours
Salon	-	£57	2 hours
Terrace Room	-	£57	2 hours
Council Chamber	-	£57	2 hours

Weekend Charges (Saturday)

Room	Hourly rate 9am – 1am	Minimum hire period
Clarendon Hall	£73	6 hours (£438)
Hyde Room	£48	6 hours (£288)
Clarendon Hall & Hyde Room	£97	6 hours (£582)
Salon	£73	4 hours (£292)
Terrace Room	£73	4 hours (£292)
Council Chamber	£73	4 hours (£292)

Weekend Charges (Sunday)

Room	Hourly rate 10am – 12am	Minimum hire period
Clarendon Hall	£85	6 hours (£510)
Hyde Room	£61	6 hours (£366)
Clarendon Hall & Hyde Room	£128	6 hours (£768)
Salon	£73	4 hours (£292)
Terrace Room	£73	4 hours (£292)
Council Chamber	£73	4 hours (£292)

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. 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
3. 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.
4. All time required for set up / clearing must be booked in advance.
5. A discount of 20% is allowed for local voluntary organisations and charities except for licensed events that are open to the public. Please note that this discount is not applicable to weekend bookings between 1st April 2012 and 30th September 2013 inclusive when the premium rate applies for all bookings.
6. The following block booking discount applies when 6 or more bookings are made at the same time and fall in the same financial year;
 - 30% reduction for weekday bookings before 6pm
 - 20% for weekday bookings after 6pm and for weekend bookings.If a cancellation occurs where a block booking discount has been applied, the full letting charge will apply to remaining bookings and no reimbursement of fees will be given.
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 1st April 2012 and 30th September 2013 inclusive.
9. 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.
10. The Clarendon Hall & Hyde Room are available until 1am on Fridays. Please note the venue must be totally vacated by 1am.
11. The Salon, Terrace Room and Council Chamber have restricted use and are only available for hire on Wednesday evenings and Friday afternoons during the week. They are available for hire throughout the weekend.
12. There are no kitchen facilities available with the Salon, Terrace Room or Council Chamber.
13. Please note a handling fee of 1.80% is applied to all payments made via credit card.
14. These charges apply to all events taking place between 1st April 2012 and 31st March 2013 inclusive.

