

**YORK HOUSE**  
**1<sup>ST</sup> April 2018 – 31<sup>ST</sup> March 2019**  
 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	£261	6 hours (£1,566)
Hyde Room	£194	6 hours (£1,164)
Clarendon Hall & Hyde Room	£368	6 hours (£2,208)
Salon	£271	4 hours (£1,084)
Winter Garden	£271	4 hours (£1,084)
Salon & Winter Garden	£421	4 hours (£1,684)
Terrace Room	£271	4 hours (£1,084)
Council Chamber	£271	4 hours (£1,084)

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

Room	Hourly rate	Minimum hire period
Clarendon Hall	£443	6 hours (£2,658)
Hyde Room	£330	6 hours (£1,980)
Clarendon Hall & Hyde Room	£626	6 hours (£3,756)
Salon	£290	4 hours (£1,160)
Winter Garden	£290	4 hours (£1,160)
Salon & Winter Garden	£451	4 hours (£1,804)
Terrace Room	£290	4 hours (£1,160)
Council Chamber	£290	4 hours (£1,160)

**Civil Marriage Ceremonies & Civil Partnership Ceremonies**

Room *	Charge
Salon	£1070
Terrace Room	£1070
Winter Garden	£1070
Clarendon Hall	£1070
Hyde Room	£1070

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 8891 1141.

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	£99 + VAT
▪ Use of PA system in Clarendon Hall	£75 + VAT
▪ Projection screen	£5 + VAT
▪ TV Screen	£17 +VAT
8. There are no kitchen facilities available with the Winter Garden, Terrace Room or Council Chamber.
9. The charges listed above apply to all events taking place between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 inclusive.

