

Chard Guildhall: Hire charges effective from 1<sup>st</sup> April 2017

<u>Room/Area for Hire</u>	<u>Discount available</u>	<u>Rate, including VAT</u>
<b>Subject to a minimum 2 hour hire charge:</b>		
<b>AUDITORIUM</b> including CAFÉ area	25% for block bookings of 10 or more per year	£29.35 per Hour
<b>Subject to a minimum 1 hour hire charge 9am to 5pm Monday to Friday And a minimum 2 hour hire charge outside of those hours:</b>		
<b>Kitchen</b> Not including Cooking or Heating of Food	No discount available	£6.12 per hire
<b>Kitchen</b> Including Cooking or Heating of Food	No discount available	£37.91 per hire
<b>CAFÉ area</b> (excluding auditorium/kitchen)	No discount available	£12.23 per Hour
<ul style="list-style-type: none"> <li>Please note the kitchen and café areas are only hireable independently when there is no booking in the auditorium. A booking may be cancelled up to 4 weeks prior to an event if an alternative hirer requests the use of the auditorium.</li> </ul>		
<b>Bondfield Room</b>	No discount available	£9.78
<b>Town Hall, Mayors Parlour, Foyer</b> & Use of the guest reception desk for commercial organisations	15% for block bookings of 10 or more per year	£12.23 per Hour
<b>Additional Charges, per hire including VAT</b>	Screen Replacement Fund: Per Hire	£18.35
	Additional or Heavy cleaning: Per Hour	£24.47
	Any alteration to a confirmed booking: Each change	£12.23
<b>Cancellation Charges</b>	More than 6 months prior to event	0%: No charge
	More than 4 weeks prior to event	10%
	2 - 4 weeks prior to event	20%
	1 - 2 weeks prior to event	30%
	1 - 7 days prior to event	50%
	On the day	90%
Hire charges are reviewed annually and may be subject to change		