

HESSLE TOWN COUNCIL

(Hall and rooms for Hire – Town Hall, South Lane, Hessle)

Scale of Charges from 1st April 2010

(All rates include Caretaker charges unless outside of his normal hours of duty)

• Main Hall only	£17.70 per hour
• Main Hall and Kitchen	£19.85 per hour
• Main Hall and Stage	£21.30 per hour
• Main Hall, Stage and Kitchen	£22.75 per hour
• Bar/Lounge Area	£ 5.05 per hour
• Large Front Room	£ 8.65 per hour
• Small Front Room	£10.85 up to 3 hours
• Hall (upstairs)	£ 8.65 per hour
• Small Meeting Room (rear of stage)	£10.85 up to 3 hours
• Kitchen	£ 6.50 per hour
• Model Railway Rooms (triple)	£16.25 per booking
• Model Railway Room (mezzanine single)	£ 5.45 per booking

- Hire of portable amplification system (Town Hall use only)* £11.90
(*The equipment shall be checked and inspected before and after use by a designated responsible officer of the Town Council.)
 - Hire of portable amplification system –
(outside event – requires £100.00 refundable deposit)** £22.75
(**Your own Public Liability Insurance arrangements are to be made.)
-

- The Town Clerk is authorised to negotiate a commercial use levy where applicable.
- The Town Clerk will decide when a Caretaker needs to be in attendance and the hirer will be advised accordingly.
- Except where caterers are employed by hirers e.g. at a Dinner Dance the use of a reasonable amount of crockery is permitted free of charge. Hirers are responsible for the cost of replacing breakages and for returning the crockery to the Caretaker in a clean condition. *New and decorated crockery is also available for hire at a reasonable charge (cups, saucers and tea plates only).
- Tea towels are not provided. A cooker, warming oven and microwave oven are available. Please ensure all equipment and work surfaces are wiped clean after use. All equipment must be switched off after use.
- A separate booking form must be completed for the hire of any room.
- Hirers should note that there is only a limited stock of cups, saucers, mugs and plates at the Town Hall, *and if additional crockery is required they should make their own arrangements to provide them. Cutlery is very limited indeed.
- The cost of any repairs caused by deliberate or accidental damage to the fabric of the building, including that caused by shoe heels, will be charged to the hirer.

