

## HESSLE TOWN COUNCIL

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

### Scale of Charges from 1<sup>st</sup> April 2011

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

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• Main Hall only	£18.58 per hour
• Main Hall and Kitchen	£20.84 per hour
• Main Hall and Stage	£22.36 per hour
• Main Hall, Stage and Kitchen	£23.89 per hour
• Bar/Lounge Area	£ 5.30 per hour
• Large Front Room	£ 9.08 per hour
• Small Front Room	£11.39 up to 3 hours
• Hall (upstairs)	£ 9.08 per hour
• Small Meeting Room (rear of stage)	£11.39 up to 3 hours
• Kitchen	£ 6.82 per hour
• Model Railway Rooms (triple)	£17.06 per booking
• Model Railway Room (mezzanine single)	£ 5.72 per booking

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• Hire of portable amplification system (Town Hall use only)\* £12.49  
(\*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)\*\* £23.89

(\*\*Your own Public Liability Insurance arrangements are to be made.)

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- 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.
- Hessle Town Council regrets that bookings cannot be accepted for birthday /other parties for persons between the ages of 5 and 18 years inclusive.

