



HESSLE TOWN COUNCIL

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

Scale of Charges

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

• Main Hall only	£21.00 per hour
• Main Hall and Kitchen	£23.00 per hour
• Main Hall and Stage	£25.00 per hour
• Main Hall, Stage and Kitchen	£27.00 per hour
• Bar/Lounge Area	£ 6.00 per hour
• Large Front Room	£ 10.00 per hour
• Small Front Room	£12.50 up to 3 hours
• Hall (upstairs)	£ 10.00 per hour
• Small Meeting Room (rear of stage)	£12.50 up to 3 hours
• Model Railway Rooms (triple)	£18.80 per booking
• Model Railway Room (mezzanine single)	£ 6.30 per booking

- Hire of portable amplification system (Town Hall use only)* £14.00
(*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)** £27.00
(**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.
- Where recorded or live music is played or films shown, there will be a PRS licence levy where applicable authorised by the Town Clerk.
- 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, tea plates, sugar bowls and milk jugs only).
- Tea towels are not provided. A hot water boiler, gas cooker, electric warming oven and microwave oven are available. Please ensure all equipment and work surfaces are wiped clean after use. All electrical and gas 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 everyday 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, food, wine, etc. 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.