

**MALDON TOWN COUNCIL  
TOWN HALL**

HIRE CHARGES FROM 1 APRIL 2019

<b>HALL</b>	<b>STANDARD</b>		<b>PREFERENTIAL</b>	
	Min. charge	hourly	Min. charge	hourly
<b>Monday to Friday (8.00am to 6pm)</b>	<b>£73.50</b>	<b>£24.50</b>	<b>£49.50</b>	<b>£16.50</b>
<b>Monday to Friday (6.00pm to 12 midnight)</b>	<b>£90.00</b>	<b>£30.00</b>	<b>£55.50</b>	<b>£18.50</b>
<b>Saturday, Sunday &amp; Bank Holidays</b>	<b>£105.00</b>	<b>£35.00</b>	<b>£61.50</b>	<b>£20.50</b>
<b>CONFERENCE ROOM</b>	<b>STANDARD</b>			
	Min. charge	hourly		
<b>Monday to Friday (8.00am to 12 midnight)</b>	<b>£40.50</b>	<b>£13.50</b>		
<b>Saturday, Sunday &amp; Bank Holidays</b>	<b>£46.50</b>	<b>£15.50</b>		
<b>FOYER</b>	<b>STANDARD</b>			
	Min. charge	hourly		
<b>If hired separately</b>	<b>£24.50</b>	<b>£8.20</b>		

**The minimum hire period for a session is 3 hours; each additional hour will be charged at the hourly rate**

**The preferential hire rate is available to:**

- **Residents of Maldon town for private functions;**
- **Local Not-for-Profit groups and Charities.**

## MALDON TOWN COUNCIL - TOWN HALL

### ADDITIONAL CHARGES & INFORMATION

<b>HIRE OF KITCHEN</b>	Tea and coffee making facility – no charge £17.50 per session for cooking								
<b>BAR</b>	Licence for the sale of alcohol to be obtained by Hirer, after consultation with Town Clerk.								
<b>HIRE OF EQUIPMENT</b>	<p><u>Free of charge:</u> Drop down screen, portable screen, overhead projector, equipment in the Conference Room and hand held microphones</p> <p><u>Per session charges</u> <span style="float: right;"><u>Vat @20%</u></span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Use of sound equipment</td> <td style="text-align: right;">£16.50 + vat = <b>£19.80</b></td> </tr> <tr> <td>Use of projection equipment</td> <td style="text-align: right;">£16.50 + vat = <b>£19.80</b></td> </tr> <tr> <td>Use of both sound and projection</td> <td style="text-align: right;">£21.45 + vat = <b>£25.74</b></td> </tr> <tr> <td>Use of lights on lighting bar</td> <td style="text-align: right;">£30.25 + vat = <b>£36.30</b></td> </tr> </table>	Use of sound equipment	£16.50 + vat = <b>£19.80</b>	Use of projection equipment	£16.50 + vat = <b>£19.80</b>	Use of both sound and projection	£21.45 + vat = <b>£25.74</b>	Use of lights on lighting bar	£30.25 + vat = <b>£36.30</b>
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<b>INDEMNITY AGAINST DAMAGE</b>	Surety fee of £180 required for large scale events such as band nights, parties etc refundable if no damage								
<b>DISCOUNT FOR REGULAR HIRERS (approx 40 weeks)</b>	10%								
<b>DEPOSIT &amp; CANCELLATION CHARGES</b>	<p>50% deposit to be submitted with booking form</p> <p>Cancellation 2 full weeks before event FULL REFUND</p> <p>Cancellation 1 full week before event 50% REFUND</p> <p>PAYMENT IN FULL is required if a booking is cancelled with less than one week's notice.</p> <p>An administration fee of £10 is charged on refunds</p>								
<b>YOUNG PEOPLES EVENTS</b>	Only allowed with <b>adult supervision</b> and £200.00 surety fee – refundable if no damage occurs								
<b>LARGE SCALE EVENTS</b>	An extra cleaning charge of £80.00 inc vat is added to the invoice for large scale events such as parties								