

TOWN HALL – STRATFORD-UPON-AVON

STANDARD HIRING TARIFF APRIL 2018

This Tariff applies to all Bookings (except Public Holidays)

Committee Room	Mon-Fri Organisations with charitable status	Mon-Fri Private/ Commercial/ Government Agencies	Weekend Organisations with charitable status	Weekend Private/ Commercial/ Government Agencies
9.00 a.m. - 1.00 p.m.	£65	£80	£80	£100
1.00 p.m. - 5.30 p.m.	£70	£85	£85	£105
5.30 p.m. - 11.00 p.m.	£105	£125	£125	£155
Excess charge per hr or part thereof Day/Evening:	£15 D £30 E	£20 D £35 E	£20 D £35 E	£25 D £40 E

Council Chamber				
9.00 a.m. - 1.00 p.m.	£80	£125	£125	£180
1.00 p.m. - 5.30 p.m.	£85	£140	£140	£190
5.30 p.m. - 11.00 p.m.	£125	£180	£180	£275
Excess charge per hr or part thereof Day/Evening:	£20 D £35 E	£30 D £50 E	£30 D £50 E	£40 D £75 E

Committee Room & Council Chamber				
9.00 a.m. - 1.00 p.m.	£100	£155	£155	£235
1.00 p.m. - 5.30 p.m.	£105	£165	£165	£250
5.30 p.m. - 11.00 p.m.	£140	£220	£220	£335
Excess charge per hr or part thereof Day/Evening:	£25 D £40 E	£35 D £60 E	£35 D £60 E	£60 D £95 E

Ballroom & Ante-Room				
9.00 a.m. - 1.00 p.m.	£150	£220	£220	£335
1.00 p.m. - 5.30 p.m.	£155	£230	£230	£345
5.30 p.m. - 11.00 p.m.	£225	£335	£335	£500
Excess charge per hr or part thereof Day/Evening:	£35 D £60 E	£55 D £90 E	£55 D £90 E	£80 D £135 E

All Rooms				
9.00 a.m. - 1.00 p.m.	£205	£335	£335	£525
1.00 p.m. - 5.30 p.m.	£215	£355	£350	£555
5.30 p.m. - 11.00 p.m.	£365	£555	£555	£850
Excess charge per hr or part thereof Day/Evening:	£50 D £100 E	£80 D £150 E	£80 D £150 E	£125 D £230 E

Bank Holidays:

An additional **£160** is charged for every *Session* of Hire. Excess Charge per hour (or part thereof) increases by **£80**.

Christmas, New Year and Easter (Christmas Eve, the Day after Christmas - if this is not Boxing Day, New Year's Eve, Easter Saturday and Easter Sunday): An additional **£535** is charged for every *Session* of Hire. Excess Charge per hour (or part thereof) **£215**.

The Town Hall is closed on Christmas Day, Boxing Day and New Year's Day

Civil Weddings

Civil Wedding	
Package A – Ceremony (2 hours) Council Chamber or Committee Room plus Interview Room	£290
Package A – Ceremony (2 hours) Council Chamber and Committee Rooms (adjoined) plus interview room	£360
Package A – Ceremony (2 hours) Ballroom and Ante Room plus interview room	£445
Package B – Reception Exclusive use of Town Hall 9.00 a.m. - midnight Includes: insurance, security staff, additional 4 hours set-up/breakdown time, round tables and cloths	£1,915
Package C – Ceremony and Reception Inclusive of all the above	£2,195

General:

Kitchen	FOC
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Sundries	
WIFI	FOC
Piano	FOC
Piano Tuning	Cost
Round Tables	£ 8.00
Tablecloths	£12.50
Beverages	£ 1.50

Important Notes:

Public Liability Insurance

It is necessary for every hirer to have Public Liability Insurance. If you have your own PLI please enclose a copy with your booking form. If you do not have PLI, the Town Council will arrange this on your behalf at 15% of the hire fee. If you do not send a copy of your PLI certificate, PLI will be included on your deposit invoice.

Security Staff

All high risk events where alcohol is served (such as parties and celebrations) must employ the services of SIA Accredited Security Staff. One security staff member must be employed per 100 guests or less and two for more than 100 guests. The Town Council are able to arrange security personnel at £16 per hour per operative (price on application for Bank Holidays)

Please Note: A £100.00 Penalty Charge per hour or part thereof is due if the contracted period of any hire is exceeded