

## South Room - 1<sup>st</sup> Floor Hire Costs & Services 2019

### Regular Weekday Hires (Monday am – Friday 6pm):

Regular bookings – daytime (between 9 am and 6 pm)	£10.50 per hour
Regular bookings – evening (from 6 pm)	£12.00 per hour

### Regular Weekend Hires (Friday 6pm - Sunday):

Regular bookings – daytime (between 9 am and 6 pm)	£12.00 per hour
Regular bookings – evening (from 6 pm)	£15.50 per hour

**Casual bookings** £18 per hour

### Additional Services:

Room Setup/Breakdown	£15 per service
Clean (inc removal of rubbish)	£15 per hire
Flipcharts	£10 each
Stationery and pencils	£3 per delegate
Audio/Visual Equipment (projector & Screen)	£30
1 <sup>st</sup> Floor Kitchenette (microwave/fridge/dishwasher/etc)	Included*
Catering Services (Refreshments/Sandwiches/Buffer)	From £1.50per head**

\*1<sup>st</sup> Floor kitchenette – Please supply your own tea/coffee/refreshments, disposable cups and plates for larger groups. All crockery and utensils used must be cleaned and stored and all working surfaces left clean and tidy.

\*\*Alternatively, we can offer catering services at very competitive rate. Whether your requirement is fresh tea, coffee and cakes, a corporate lunch or a full buffet, we have an option available. Please contact Kate Bagnall, Marketing Manager to discuss your requirements.

Regular bookings are defined as a series of 2 hour bookings for the meeting room each week for a period of at least 8 weeks or each month for a period of at least 3 months, made at a single application to hire. Casual bookings are those for which the Application to Hire is for a single hiring for at least two hours on one specific day. All "regular" hires are payable.

Please note that the Worth Parish Council staff work out of the offices on the first floor Monday-Friday between 9am-2pm.

To make a booking please contact Kate Bagnall at [parishhub@gmail.com](mailto:parishhub@gmail.com)