

**CIVIC HALLS HIRE CHARGES from 1 January 2009**

**User Groups**

Category A – Voluntary Groups and Partner Organisation/Recreational Groups and Charities/ Commercial events

Category B– Social Functions (e.g. Wedding Receptions – except where All Day Wedding Package applies, Birthday and Anniversary Parties, Dinner Dances, Dinners). **Includes Band A after 6pm Friday & all day Saturday & Sunday and Children’s Parties.**

**CHARGES**

<b>ALL RATES ARE £ PER HOUR (Non-VATable)</b>	Great Hall - Whole	Great Hall - Half	Crofton Main Hall	Public Main Hall	Crofton Small Hall	Public Small Hall/GFR	Crofton Meeting Room
Category A	From 40.80	From 23.00	From 23.00	From 23.00	From 18.50	From 14.00	From 14.00
Category B	From 97.20	From 63.00	From 61.00	From 63.00	From 55.00	From 34.00	From 34.00
All Day Wedding Package (max. 15 hrs)	1131.00	791.00	640.00	640.00	560.00	n/a	n/a

**OTHER CHARGES**

**Non-Borough Resident Surcharge** 10% on hall hire charge

**Refundable Damage Deposit** £50.00 – £300.00 dependent on type and size of function (non-VAT),

Great Hall Conservatory (restricted availability) By negotiation

All **Category A** bookings are by negotiation with the Civic Halls Manager. Hall hire prices for social events may be at the managers’ discretion where the event involves additional income from the licensed bar.

**Please note the rate for New Years Eve is double the normal hourly rate.**

**ANCILLARY CHARGES** (Subject to availability at each Hall – non-VATable except where stated)

Stage Lighting	£30
PA System including one lead microphone	£22
Additional lead/radio microphones (subject to availability)	£8.50
Cassette Player (not Great Hall)	£14.00
CD Player (Great Hall only)	£14.00
Piano	£10.00
Piano (with tuning)	£75.00
Extension to bar licence (not available at the Public Hall, Beckenham)	£13.00
Additional Chairs per 100	
- Crofton Main Hall	£p.o.a
- Great Hall over 50	£p.o.a
Sound Engineer	By negotiation
Stage Extensions (Great Hall only)	By negotiation
Security Staff (compulsory for certain bookings, e.g. 18 <sup>th</sup> birthday parties)	£100.00 per man per 5 hour hire period (inclusive of VAT)

<b>Kitchen Hire (not Great Hall)</b>	
Light Refreshments	£22.00
Function Catering/Commercial Use	£70.00
Tea-Making Facilities	£13.00
<b>Kitchen – Great Hall (professional caterers only)</b>	
Light Refreshments	£80.00
Function Catering/Commercial Use	£170.00
Tea- Making Facilities	£19.00

**Wedding Package prices include use of the following ancillary items if required:**

- Kitchen
- PA System and microphone
- Cassette/CD player (where available)
- Stage Lighting (where available)

Please note that 18<sup>th</sup> birthday Parties are only accepted at the Crofton Halls and the Public Hall, Beckenham and are subject to additional terms and conditions of hire.