

**CIVIC HALLS HIRE CHARGES from 1<sup>st</sup> April 2007**

**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 & Saturday & all day Sunday and Children’s Parties.**

**CHARGES**

<b>ALL RATES ARE £ PER HOUR (Non-VATable)</b>	Great Hall - Whole	Great Hall - Half	Public Main Hall/Crofton Main Hall	Crofton Small Hall	Public Small Hall/GFR	Crofton Meeting Room
Category A	From 38.00	From 21.00	From 21.00	From 17.50	From 13.00	From 13.00
Category B	90.00	58.00	58.00	52.50	30.00	32.00
All Day Wedding Package (max. 15 hrs)	1050.00	735.00	590.00	520.00	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.

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

Stage Lighting	£25.50
PA System including one lead microphone	£18.00
Additional lead/radio microphones (subject to availability)	£7.60
Cassette Player	£11.70
CD Player (Great Hall only)	£11.70
Piano	£8.65
Extension to bar licence (not available at the Public Hall, Beckenham)	£11.70
Additional Chairs per 100 (Crofton Main Hall over 250; Great Hall over 400)	£15.00
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)	£90.00 per man per 5 hour hire period (inclusive of VAT)

**Kitchen Hire (not Great Hall)**

Light Refreshments	£18.50
Function Catering/Commercial Use	£57.00
Tea-Making Facilities	£11.20
<b>Kitchen – Great Hall (professional caterers only)</b>	
Light Refreshments	£73.00
Function Catering/Commercial Use	£146.00
Tea- Making Facilities	£17.60

**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)

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