



# Wadebridge Town Council

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## SCALE OF CHARGES 2016/17 (MONDAY–SATURDAY\*)

**ALL CHARGES ARE SUBJECT TO VAT AT THE CURRENT RATE**

| <b>MAIN HALL</b>   |   |            |                              |                             |                                       |
|--|---|------------|------------------------------|-----------------------------|---------------------------------------|
| <i>MAXIMUM CAPACITY – 230 FULLY SEATED (CHAIRS ONLY), 300 STANDING<br/>OTHER LAYOUTS ARE AVAILABLE WITH REDUCED CAPACITY</i> |   |            |                              |                             |                                       |
|  | 8:30am-5pm  | 8:30am-1pm | 1pm-5:30pm                   | 6pm-12am                    | Pre 8:30am /<br>Past 12am<br>(per hr) |
|  | £   | £          | £                            | £                           | £                                     |
| <b>GENERAL HIRE</b>  | 72.00   | 45.00      | 45.00                        | 55.00                       | 30.00                                 |
| <b>COMMERCIAL HIRE</b>   | 210.00  | 125.00     | 125.00                       | 150.00                      | 30.00                                 |
| <b>CRAFT FAYRE / FLEA<br/>MARKET</b>   | 152.00  | 92.00      | 92.00                        | POA                         | N/A                                   |
| <b>PAVILION BUILDING</b>   |   |            |                              |                             |                                       |
| <i>CAPACITY AVAILABLE ON REQUEST AND SUBJECT TO LAYOUT</i>   |   |            |                              |                             |                                       |
|  | 9am-5pm   | 9am-1pm    | 1pm-5:30pm                   | 6pm-11pm<br>(min. 2hr hire) |                                       |
|  | £   | £          | £                            | £                           |                                       |
| <b>GENERAL HIRE</b>  | 36.00   | 21.00      | 21.00                        | 8.50<br>per hr              |                                       |
| <i>BOOKINGS WITH A COMMERCIAL ELEMENT WILL ATTRACT AN ADDITIONAL 25% CHARGE</i>  |   |            |                              |                             |                                       |
| <b>OTHER ROOMS</b>   |   |            |                              |                             |                                       |
| <i>CAPACITY AVAILABLE ON REQUEST AND SUBJECT TO LAYOUT</i>   |   |            |                              |                             |                                       |
|  | 9am-5pm   | 9am-1pm    | 1pm-5:30pm                   | 6pm-11pm<br>(min. 2hr hire) |                                       |
|  | £   | £          | £                            | £                           |                                       |
| <b>CONFERENCE ROOM</b>   | 43.00   | 26.00      | 26.00                        | 10.50<br>per hr             |                                       |
| <b>VICTORIA ROOM /<br/>BOARD ROOM</b>  | 26.00   | 15.00      | 15.00                        | 7.00<br>per hr              |                                       |
| <b>ROOM 7</b>  | 18.00   | 10.00      | 10.00                        | N/A                         |                                       |
| <b>FOYER ROOM</b>  | N/A   | 8.00       | 8.00                         | 12.00                       |                                       |
| <i>BOOKINGS WITH A COMMERCIAL ELEMENT WILL ATTRACT AN ADDITIONAL 25% CHARGE</i>  |   |            |                              |                             |                                       |
| <b>MISCELLANEOUS CHARGES</b>   |   |            |                              |                             |                                       |
| <b>SPOTLIGHTS / LAMPS</b>  | £17.00 per 1 <sup>st</sup> session                    |            | £8.00 per subsequent session |                             |                                       |
| <b>SALE OF ALCOHOL</b>   | £17.50  |            |                              |                             |                                       |
| <b>TABLE HIRE</b>  | £2.00 per table ( <b>For external hire</b> )          |            |                              |                             |                                       |
| <b>TEA CUPS &amp; SAUCERS</b>  | 40p per cup & saucer set ( <b>For external hire</b> ) |            |                              |                             |                                       |

\* Please refer to booking conditions for Sunday hire fee

### **BOOKING CONDITIONS**

- Deposits of 25% will apply to Main Hall bookings only - remaining balance to be paid 14 days prior to date of event.
- All other bookings must be paid for in full at time of booking
- Piano tuning – Hirers responsibility.
- Period hire discount @ 12% for 3 or more days within 1 week – not applicable to Foyer Room.
- **Sunday bookings** are available for Main Hall & Pavilion Building bookings only and are subject to an additional charge of 25%
- Please refer to booking Terms & Conditions and Premises License for full guidance with regard to your booking

***IF YOU WISH TO DISCUSS YOUR BOOKING WHICH IS NOT COVERED ON THE SCALE OF CHARGES PLEASE CONTACT THE OFFICE AND WE WILL ASSIST YOU WITH YOUR INDIVIDUAL REQUIREMENTS WHERE POSSIBLE***