

CHIPPENHAM TOWN COUNCIL -Fees & Charges 2019/20

GENERAL INFORMATION (Neeld, Town Hall and Museum)

Corporate is defined as commercial use, i.e. businesses that make a profit.

Community is defined as Registered Charities, not for profit and voluntary organisations and privately run functions such as weddings, civil partnerships, wakes, naming ceremonies and birthday parties.

Weekend rates apply to Saturday and Sunday. Evening rates apply after 5pm.

Bank Holiday rates and unusual hours can be negotiated with the Bookings Coordinator.

There is a minimum rental period of 2 hours.

A charge will be made for Music Copyright if a booking falls within the criteria.

The Venues Manager is authorised to negotiate with corporate clients.

Community clients seeking financial assistance should be referred to the Head of Finance who will advise them on the procedure for grants and donations from the Town Council.

The Town Council reserve the right to require a damage deposit bond as a condition of letting and charge for SIA registered doormen if deemed necessary.

The following equipment is available for use with the room booking at no charge:
Projector, Screen, Lap Top and Hearing Loop system

The Chief Executive has delegated authority to consider requests from community groups for subsidised room rates.

Policy on cancellation and deposit refund for all hires

Over 3 calendar months 100% Refund of deposit

From 3 clear months to one month No refund of deposit and 50% of charge to be paid

One month to 2 weeks notice No refund of deposit and 75% of charge to be paid

Less than 2 weeks notice No refund of deposit and all charges to be paid

Terms and Conditions will be provided and explained at the time of booking.

TOWN HALL		Minimum Hire- 2 hours		2019/20	
Community Use				Per hour	
<u>Main Hall + Bar Area</u>	Weekdays	daytime	til 5pm	£38.00	
		evening	til midnight	£48.00	
			after midnight	£66.00	
	Weekends	day and evening		£50.00	
			after midnight	£66.00	
Corporate Use					
<u>Main Hall + Bar Area</u>	Weekdays	daytime	til 5pm	£55.00	
		evening	til midnight	£65.00	
			after midnight	£92.00	
	Weekends	day and evening		£70.00	
			after midnight	£92.00	
SYNDICATE ROOMS					
Community Use		Minimum Hire- 2 hours			
	Weekdays	daytime	til 5pm	£16.00	
		evening	til 10pm	£18.00	
	Weekends	daytime	til 5pm	£24.00	
		evening	til 10pm	£29.00	
	Corporate Use	Weekdays	daytime		£24.00
			evening		£28.00
Weekends		daytime		£30.00	
		evening		£36.00	

NEELD COMMUNITY AND ARTS CENTRE

				2019/20
Community Theatre Hire Package				£425.00
Community Use	Weekdays	daytime	til 5pm	£38.00
		evening	til midnight	£47.00
			after midnight	£66.00
	Weekends	day and evening		£50.00
			after midnight	£66.00
				£55.00
Corporate Use	Weekdays	daytime	til 5pm	£55.00
		evening	til midnight	£65.00
			after midnight	£93.00
	Weekends	day and evening		£70.00
			after midnight	£92.00

ADDITIONAL CHARGES

Kitchen Hire (per hall booking)	£56.00	
Tea, coffee and biscuits (per person)	£2.60	
Tea and coffee (per person)	£1.75	
Table cloth hire (each)	£8.00	
Wedding/Civil Partnership Ceremony	£145.00	
Naming Ceremony Charge	£145.00	
PA hire	£22.00	
SIA Doormen	Per hour	£25.00
Additional Cleaning Charge from		£66.00
Flip Chart and pens		£9.00

A charge of £17 per member of staff per hour will be charged for events if it is necessary to have additional staff cover.

MUSEUM AND HERITAGE CENTRE**2019/20****Group Workshops/Lectures/ Talks**

Students (per pupil)	Band 1	Civic Area	
	Band 2	Collection Area/N Wilts **	£2.00
	Band 3	Other Areas **	£3.25
Adults	All locations		£3.75

** = Travel charged at nationally agreed rate per mile.

Informal Children's Learning SessionsMonday and Friday Activities (no VAT charged) **£1.80**Holiday Activities (no VAT charged) **£3.50/£6.00**

This charge is dependent on the activity and materials used and will be advertised in advance of the session

Education Room Hire

Weekday and Weekend 9 am to 5 pm - Minimum booking 2 hours

Civic Area Schools			Free
Other School use - per hour			£15.00
Community use - per hour			£16.00
Corporate use - per hour			£21.00

Yelde Hall Hire

Three Hour Session

Community Use	Weekdays	daytime	til 5pm	£32.00
	Weekdays	evening	til 11pm	£32.00
	Weekend	daytime	til 5pm	£32.00
	Weekend	evening	til 11pm	£32.00

Corporate Use

Weekdays	daytime	til 5pm	£64.00
Weekdays	evening	til 11pm	£64.00
Weekend	daytime	til 5pm	£64.00
Weekend	evening	til 11pm	£64.00

The following equipment is available for use with the room booking: TV and Video, Projector, Laptop, Screen, OHP, Conference Audio Link System

Policy on cancellation and deposit refund for all hires

Over 3 calendar months	100% Refund of deposit
From 3 clear months to one month	No refund of deposit and 50% of charge to be paid
One month to 2 weeks notice	No refund of deposit and 75% of charge to be paid
Less than 2 weeks notice	No refund of deposit and all charges to be paid

Terms and Conditions will be provided and explained at the time of booking.