

## Neeld Community & Arts Centre and Town Hall

The 2026-2027 Fees and Charges have been prepared after comparative charges have been checked against similar providers. All charges are inclusive of VAT where appropriate.

### *General information:*

- *Corporate is defined as commercial use, i.e. businesses that make a profit.*
- *Community is defined as registered charities, not for profit, voluntary organisations and privately run functions such as weddings, civil partnerships, wakes, naming ceremonies and birthday parties.*
- *Weekend rates apply to Saturdays and Sundays*
- *Evening rates apply after 5pm.*
- *Bank holiday rates and unusual hours can be negotiated with the Head of Venues.*
- *There is a minimum rental period of two hours.*
- *A charge will be made for PRS/PPL if a booking falls within the criteria*
- *The Head of Venues is authorised to negotiate with corporate clients.*
- *The Head of Venues is authorised to allow the Mayor free use for events which fundraise for the Mayor's Charity.*
- *Community clients seeking financial assistance should be referred to the-Council grants scheme*
- *The Town council reserve the right to require a damage deposit as a condition of letting and to charge for SIA registered personnel if deemed necessary.*
- *The following equipment is available for use with the room booking at no extra charge: Projector, screen, laptop, tables and chairs.*
- *The Chief Executive has delegated authority to consider requests for subsidised room rates from community groups.*
- *No charge is applicable for the Green Room or Syndicate Room if used as dressing rooms with hire of the Neeld*
- *Policy on cancellation and deposit refund for all hires*
  - *Over three calendar months notice - 100% refund of deposit*
  - *From clear three months to one month notice - No refund of deposit and 50% charge to be paid*
  - *One month to two weeks notice - No refund of deposit and 75% charge to be paid*
  - *Less than two weeks notice - No refund and all charges to be paid*
- *Terms and conditions will be provided and explained at the time of the booking*
- *A deposit of 50% is required to confirm all bookings*

# CHIPPENHAM TOWN COUNCIL - FEES AND CHARGES 2026/27

| Town Hall<br>(includes use of bar)                                                           | Community Use    |                   | Corporate Use    |                   |
|----------------------------------------------------------------------------------------------|------------------|-------------------|------------------|-------------------|
|                                                                                              | Monday to Friday | Saturday & Sunday | Monday to Friday | Saturday & Sunday |
| 8am until 5pm, per hour                                                                      | £48.50           | £62.50            | £69.00           | £89.00            |
| 5pm until midnight, per hour                                                                 | £58.00           | £62.50            | £82.00           | £89.00            |
| After midnight, per hour                                                                     | £83.00           | £83.00            | £116.50          | £116.50           |
| Neeld Community & Arts Centre<br>(includes use of foyer & bar)                               | Community Use    |                   | Corporate Use    |                   |
|                                                                                              | Monday to Friday | Saturday & Sunday | Monday to Friday | Saturday & Sunday |
| 8am until 5pm, per hour                                                                      | £48.50           | £62.50            | £69.00           | £89.00            |
| 5pm until midnight, per hour                                                                 | £58.00           | £62.50            | £82.00           | £89.00            |
| After midnight, per hour                                                                     | £83.00           | £83.00            | £116.50          | £116.50           |
| Syndicate Room or Green Room                                                                 | Community Use    |                   | Corporate Use    |                   |
|                                                                                              | Monday to Friday | Saturday & Sunday | Monday to Friday | Saturday & Sunday |
| 8am until 5pm, per hour                                                                      | £16.00           | £26.00            | £22.00           | £37.50            |
| Neeld Foyer<br>(minimum 2 hour hire)<br><br>*guaranteed section of foyer,<br>Monday-Saturday | Community Use    |                   | Corporate Use    |                   |
|                                                                                              | Monday to Friday | Saturday & Sunday | Monday to Friday | Saturday & Sunday |
| 8am until 5pm, per hour                                                                      | £16.00*          | £26.00*           | £22.00*          | £37.50*           |
| 5pm until midnight, per hour                                                                 | £32.00           | £41.50            | £38.50           | £53.50            |
| After midnight, per hour                                                                     | £41.50           | £62.50            | £48.00           | £75.00            |

## CHIPPENHAM TOWN COUNCIL - FEES AND CHARGES 2026/27

| Additional Charges                                                                                                                |         |
|-----------------------------------------------------------------------------------------------------------------------------------|---------|
| Kitchen hire (per day)                                                                                                            | £70.00  |
| Tea, coffee & biscuits (per person, per serving)                                                                                  | £3.20   |
| Tea, coffee & biscuits (per person, including refills)                                                                            | £7.75   |
| Tea & coffee (per person, per serving)                                                                                            | £2.15   |
| Tea & coffee (per person, including refills)                                                                                      | £5.25   |
| Tablecloth hire (each)                                                                                                            | £9.10   |
| Wedding/Civil Partnership ceremony (in addition to room hire)                                                                     | £182.00 |
| Naming Ceremony (in addition to room hire)                                                                                        | £182.00 |
| Use of Town hall as dressing room (on condition of hiring the Neeld, per day)                                                     | £52.00  |
| PA Hire (per day, no technician)                                                                                                  | £30.00  |
| Technician (per day, includes use of PA, mics & lighting rig)                                                                     | £115.00 |
| SIA Door personnel (per hour for 2 door staff)                                                                                    | £57.00  |
| Additional cleaning/breakages charge (from)                                                                                       | £83.00  |
| Flip chart & pens                                                                                                                 | £11.00  |
| PRS/PPL (music copyright) will be charged at the applicable rate where relevant                                                   |         |
| <i>A charge of £21 per member of staff per hour will be charged for events if it is necessary to have additional staff cover.</i> |         |
| <i>All prices shown include VAT</i>                                                                                               |         |