

# ASSEMBLY ROOMS COMMUNITY HIRE CHARGES

Market Hall, Market Place, Chesterfield, S40 1AR

Booking Enquiries to Chesterfield Visitor Information Centre, Rykneld Square, Chesterfield S40 1SB

Tel (01246) 345 333 (9.30am - 5pm Monday to Friday)

Email [venuehire@chesterfield.gov.uk](mailto:venuehire@chesterfield.gov.uk) Visit [chesterfieldvenuehire.co.uk](http://chesterfieldvenuehire.co.uk)

## Community hire charges from 1 April 2021

Applicable to charity events, private social events and meetings for non-profit making organisations

<b>Special note</b> Rooms should be booked to include setting up and clearing away time and if a bar is arranged one hour after the bar closes.	<b>MAIN HALL</b> Max 200 persons	<b>MEETING ROOM 1</b> Max 40 persons	<b>MEETING ROOM 2</b> Max 20 persons
	Minimum booking 3 hours	Meeting Rooms minimum booking Weekdays before 5pm - 2 hours Weekdays after 5pm - 3 hours Weekends - 3 hours	
<b>Available Days and Times</b>	<b>Hourly Rate (£)</b>		
Monday – Thursday before 5pm	28.00	8.20	6.20
Monday – Thursday after 5pm	34.00	18.50	17.50
Friday before 5pm	38.50	11.20	10.20
Friday after 5pm	47.00	25.50	23.50
Saturday – Sunday before 5pm	38.50	N/A	N/A
Saturday – Sunday after 5pm	47.00	N/A	N/A
Add the KITCHEN for an additional rate of 7.20 per hour			
<b>Block Booking Discount</b> Book 10 or more dates and get a reduced rate per hour. (terms and conditions apply)			
Monday – Thursday before 5pm	23.50	6.70	5.70
Monday – Thursday after 5pm	27.50	N/A	N/A
Add the KITCHEN for an additional rate of 6.20 per hour			
<b>STAFFING CHARGES</b>			
Duty Manager: £21.10 per hour incl. vat	Caretaker: £21.10 per hour incl. vat		
Security Staff: £21.10 per hour incl. vat	Front of House Staff: £16.00 per hour incl. vat		

(The above prices are inclusive of Vat at the current rate)

## BANK HOLIDAY HIRINGS EASTER WEEKEND CHRISTMAS PERIOD 24<sup>TH</sup> DECEMBER TO 1<sup>ST</sup> JANUARY: BY NEGOTIATION ONLY AT DOUBLE RATES OF SATURDAY AND SUNDAY CHARGES

Customers holding a Wedding, Party or Performance must pay a holding deposit of £250 plus vat. Other events must pay £100 + vat at the time of booking.

This 'deposit' is payable on top of the hire charge, and will be refunded after the event if no damage arises.

**The Deposit will not be refunded if the event is cancelled.**

The remaining hire charges are payable **eight** weeks before the event or immediately if the booking is made within this period. Please make cheques payable to *Chesterfield Borough Council – Credit / Debit Cards accepted.*



**CHESTERFIELD**  
BOROUGH COUNCIL