

South Room - 1st Floor Hire Costs & Services 2021

Regular Weekday Hires (Monday am – Friday 6pm):

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| Regular bookings – daytime (between 9 am and 6 pm) | £10.50 per hour |
| Regular bookings – evening (from 6 pm) | £12.00 per hour |

Regular Weekend Hires (Friday 6pm - Sunday):

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| Regular bookings – daytime (between 9 am and 6 pm) | £12.00 per hour |
| Regular bookings – evening (from 6 pm) | £15.50 per hour |

Casual bookings

£18 per hour

Additional Services:

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| Room Setup/Breakdown | £15 per service |
| Clean (inc removal of rubbish) | £15 per hire |
| Flipcharts | £10 each |
| Stationery and pencils | £3 per delegate |
| Audio/Visual Equipment (projector & Screen) | £30 |
| 1 st Floor Kitchenette (microwave/fridge/dishwasher/etc) | Included* |
| Catering Services (Refreshments/Sandwiches/Buffer) | From £1.50per head** |

*1st Floor kitchenette – Please supply your own tea/coffee/refreshments, disposable cups and plates for larger groups. All crockery and utensils used must be cleaned and stored and all working surfaces left clean and tidy.

**Alternatively, we can offer catering services at very competitive rate. Whether your requirement is fresh tea, coffee and cakes, a corporate lunch or a full buffet, we have an option available. Please contact the Parish Council to discuss your requirements.

Regular bookings are defined as a series of 2 hour bookings for the meeting room each week for a period of at least 8 weeks or each month for a period of at least 3 months, made at a single application to hire. Casual bookings are those for which the Application to Hire is for a single hiring for at least two hours on one specific day. All "regular" hires are payable.

There is limited storage space available on a first come basis, for which there is a small monthly fee.

Please note that the Worth Parish Council staff work out of the offices on the first floor Monday-Friday between 9am-2pm.

To make a booking please contact Tracy via deputyclerk@worth-pc.gov.uk