

# WORTH PARISH COUNCIL

## South Room - 1<sup>st</sup> Floor Hire Costs & Services 2024

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

Regular bookings – daytime (between 9 am and 6 pm)	£12.30 per hour
Regular bookings – evening (from 6 pm)	£14.00 per hour

### Regular Weekend Hires (Friday 6pm - Sunday):

Regular bookings – daytime (between 9 am and 6 pm)	£14.00 per hour
Regular bookings – evening (from 6 pm)	£17.50 per hour

**Casual bookings (one off events)** £20.50 per hour

### Additional Services:

Clean (including the removal of rubbish)	£15 per hire
Flipchart and pens	£10 each
Audio/Visual Equipment (projector and screen)	£30

Use of the kitchenette is included in the hire rates. This includes a microwave, fridge and kettle. There is limited crockery and utensils. Please supply your own tea/coffee/refreshments, disposable cups and plates for larger groups. If you use any crockery and utensils please make sure these are cleaned and put away and all working surfaces cleaned.

Cleaning products and a vacuum are available, and hirers are expected to clean the room if needed.

If needed, you can arrange for outside caterers to bring refreshments to the venue.

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 email [astclerk@worth-pc.gov.uk](mailto:astclerk@worth-pc.gov.uk)

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