

UTTOXETER TOWN COUNCIL

CONFIRMED CHARGES FOR THE HIRE OF THE ALAN DEAN SUITE AND BALLROOM, UTTOXETER TOWN HALL 2021-22

<u>FUNCTION ROOM</u>	<u>HOURS</u>	<u>One</u>	<u>Two</u>	<u>Three</u>	<u>Four</u>	<u>Five</u>	<u>Six</u>	<u>Seven</u>	<u>Eight</u>	<u>Nine</u>	<u>Ten</u>
Ballroom	Peak	£75	£103	£132	£160	£190	£220	£250	£278	£306	£337
	Off Peak	£44	£65	£87	£110	£132	£153	£177	£196	£221	£243
Alan Dean Suite	Peak	£56	£78	£99	£121	£143	£164	£187	£207	£230	£252
	Off Peak	£32	£44	£57	£69	£84	£98	£110	£124	£139	£150
Ballroom & Alan Dean Suite together	Peak	£104	£145	£187	£225	£267	£308	£350	£389	£428	£471
	Off Peak	£61	£85	£116	£144	£173	£201	£231	£256	£288	£314
Foyer only (off Peak) (For Peak charges - available on enquiry)	Per Day	£75	<u>Peak</u> – Monday-Friday after 5.00 pm, all day Saturday, Sunday and Bank Holidays <u>Off Peak</u> – Monday-Friday up to 5.00 pm								
	Per Hour	£18									

Wedding Hire Charges

Saturday Wedding:

Alan Dean Suite - £230 Ballroom - £295

Sunday Wedding:

Alan Dean Suite - £350 Ballroom - £415

Weekday before 5pm:

Alan Dean Suite - £165 Ballroom - £225

Weekday after 5pm – Subject to Registrars availability

Additional Charges

Bar Provision Fee:

£35 (Bar provision including the hire of The Adam Peaty Suite)

Ballroom Kitchen Hire:

Hire of kitchen for use to prepare Cold food - £30 per function / Hot food - £50 per function

After 12.00 midnight:

£90 per hour

Misc. items available for Hire:

5' Round Tables - £5 per table (maximum of 15)

(Inclusive of vat)

6' x 2' Tables – Available for hire (maximum of 30) / 32" Square Tables (maximum of 15)

Burgundy or Ivory round tablecloths (for 5' round tables) - £5 per tablecloth

Burgundy Square tablecloths (for 32" square tables) - £2.50 per tablecloth

Wine Glasses – Available for hire (max 200) (*breakage charges will apply*)

China Cups & Saucers £7.50 hire charge per 25 (max 75) (*breakage charges will apply*)

Overhead Projector and PA system – Available for hire

Multi-coloured LED ceiling lights within the Ballroom (x8) – £45 per function

Candelabras including battery operated candles (maximum of 11) - £7.50 per candelabra

Registered Charity Events / Regular Booking Discount Rate (Minimum of 6 bookings) – 25% Discount from Hire of function rooms only

Payment Terms - A 50% deposit is payable on confirmation of booking and the balance must be paid, in full, together with refundable deposit, a **minimum of 28 days prior to the function.**

All Hire charges are **inclusive of VAT**

Cancellation Fee: £75

Refundable Deposit: £200 per function
(Payable by Holding Cheque)

Bookings will be taken at **short notice**; however, bookings must be paid for, in full, together with refundable deposit, prior to the function.
Hire Charges for Uttoxeter Town Hall commencing from 01/04/2021 to 31/03/2022