



TOWN HALL SCALE OF CHARGES

1st April 2019 to 31st March 2020

- Community Hall:** A maximum capacity of up to 100 for meetings, 80 for receptions, parties, etc. or a clear floor area of 125 sq. metres (34' width x 39' length approx).
- Lowndes Room:** For meetings for up to 40 people – 61 sq. metres. (34'6" x 19'6" approx).
- Council Chamber:** A maximum capacity of up to 100 for meetings – 135 sq. metres.
- Meeting Room:** Capacity up to eight people. Suitable for small private meetings.

Room Hire Charges (including VAT) are per hour pro-rata including use of kitchen crockery and cutlery.

COMMUNITY HALL	£34.40 per hour
LOWNDES ROOM	£17.20 per hour
COUNCIL CHAMBER	£51.60 per hour
MEETING ROOM	£8.60 per hour

**A maximum daily charge of £206.40 per room will apply
25% discount for regular weekly or monthly bookings, details on request.**

Equipment Hire (including VAT) per booking per day.

Full layout (board room style)	£29.25
Top table only	£18.00
Sharp Interactive Screen (Lowndes Room & Chamber ONLY)	£39.25
Projector (Community Hall Only)	£39.25
Laptop	£18.00
Internet Connection	£11.80
Screen only	FOC (included in Room Hire)
Flipchart	FOC (included in Room Hire)

A VAT invoice will be issued on request
Cheques should be made payable to: **CHESHAM TOWN COUNCIL**