

	Full Council
Date	11 August 2025
Agenda Item	7f

To consider charges at Quens Hall

QUEENS HALL CHIPPING HILL HALSTEAD CO9 2BY SCALE OF CHARGES

Category A

Commercial hirers (any hirer whose function is conducted for gain or reward for the benefit of the hirer or other commercial group). **£ 31.50 per hour**

Category B (i)

Non-commercial hirers – Wedding receptions and private parties. **£ 20.00 per hour**

Category B (ii)

Hirers whose function is for the benefit of a Voluntary Organisation, Public Body meeting etc.

Monday to Thursday inclusive £13.50 per hour

Friday to Sunday inclusive £18.00 per hour

Category C

Charitable rate for Funding Raising Events (Registered Charity no. required): **£ 12.00**

Category D

Special rates approved by the Council on an individual basis for hirings where special circumstances prevail.

**A £100 DAMAGE DEPOSIT IS REQUIRED FOR MAJORITY OF BOOKINGS;
HOWEVER, A £500 DEPOSIT IS REQUIRED FOR 18 – 25 AGE GROUP PARTIES.
THE HIRER MUST REMAIN ON THE PREMISES UNTIL THE HALL IS HANDED
OVER TO THE CARETAKER.**

Examination of rates

Category A charges for commercial hirers are rarely used as they stand. Many of our commercial hirers have longstanding arrangements made many years ago, which amount to a 25% discount on this rate on bookings for 3 months or more. The only hirers who actually pay this rate are one-off hirers buying, for example, old gold or antiques.

All private parties pay the Category B rate of £20 per hour. At present a £10 discount is given for setting up in the first hour, but no-one asks for it. This could be removed from the booking form, and would make a difference to income.

Category B(ii) is for voluntary organisations or public bodies. There are very few bookings on a Friday, and it is thought that if we offered the £13.50 rate on a Friday , that might possibly increase bookings

Recommendations: that HTC removes the first hour at half price rate for private parties, and extends the £13.50 rate to Fridays for voluntary organisations and public bodies.

A handwritten signature in black ink, appearing to read 'Sarah Greateorex'.

S Greateorex Town Clerk