



**CHIPPING NORTON TOWN HALL  
HIRE AND FEES**

**Town Hall Scale of Charges (2024)**

<u>Venue</u>	<u>Standard Hire Charge</u>	<u>Charity &amp; Local Organisations</u>
<b>Whole Building with all facilities</b> 9:00 – Midnight (15 Hours)	<b>£632.00</b>	<b>£316.00</b>
<b>Whole Building with all facilities</b> (8 hours)	<b>£366</b>	<b>£183.00</b>
<b>Whole Building</b> Hourly Rate	<b>£53.00</b>	<b>£26.50</b>
<b>Upper Hall</b> Hourly Rate	<b>£39</b>	<b>£19.50</b>
<b>Upper Hall Bar and Equipment Use</b> Hourly Rate	<b>£2.50</b>	<b>£2.50</b>
<b>Town Hall Run Event Bar</b> Hourly Rate	<b>£40</b>	<b>£40</b>
<b>Lower Hall</b> (Exc. Use of the kitchen) Hourly Rate	<b>£31.00</b>	<b>£15.50</b>
<b>Kitchen Lower Hall High Use</b> (Full Catering facility - Please note the full catering facility without the Lower Hall inc. can only be hired with special permission form Facilities and Events Officer) Hourly Rate	<b>£7.50</b>	<b>£3.75</b>
<b>Kitchen Lower Hall Low Use</b> (Tea and Coffee equipment only) Hourly Rate	<b>£2.50</b>	<b>£2.50</b>
<b>Council Chamber</b> Hourly Rate	<b>£16.00</b>	<b>£8.00</b>
<b>The Snug</b> Hourly Rate	<b>£17.50</b>	<b>£8.75</b>
<b>After Midnight Surcharge</b> (This is in addition to the hourly rate you will be charged for the period; you are still occupying the building) Standard Charge	<b>£30</b>	<b>£30</b>



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<u>Venue</u>	<u>Standard Hire Charge</u>	<u>Charity &amp; Local Organisations</u>
<p><b>Overstay of Occupancy</b> <i>(This is in addition to the hourly rate you will be charged for the period; you are still occupying the building)</i></p> <p><b>Hourly Rate</b></p>	<p><b>£25</b> <b>each hour or part of an hour</b></p>	<p><b>£25</b> <b>each hour or part of an hour</b></p>
<p><b>Serving of Alcohol</b></p> <p><b>Hourly Rate</b></p>	<p><b>£15</b></p>	<p><b>£15</b></p>
<p><b>Sound Equipment</b></p> <p><b>Standard Charge</b></p>	<p><b>£5</b></p>	<p><b>£5</b></p>
<p><b>Projector and Screen</b></p> <p><b>Standard Charge</b></p>	<p><b>£10</b></p>	<p><b>£10</b></p>
<p><b>Coffee making facilities for 12 people.</b> <i>(Duo jug coffee filter machine with Kenco Coffee, milk, sugar. 3.5 litre pump pot available)</i></p>	<p><b>£8.50</b> <b>(Per 12 cups)</b></p>	<p><b>£8.50</b> <b>(Per 12 cups)</b></p>
<p><b>Tea making facilities for 12 people.</b> <i>(Teapots or single use, Yorkshire Tea Bags, milk, sugar. 3.5 litre pump pot available)</i></p>	<p><b>£8.00</b> <b>(Per 12 cups)</b></p>	<p><b>£8.00</b> <b>(Per 12 cups)</b></p>
<p><b>Tablecloths</b> <i>(For 6ft x 3ft trestle tables)</i></p>	<p><b>£3.00 each</b></p>	<p><b>£3.00 each</b></p>
<p><b>3-in-1 Games Table</b></p> <p><b>Standard Charge</b></p>	<p><b>£10 per session</b></p>	<p><b>£10 per session</b></p>
<p><b>After Event Cleans</b></p> <p><b>Standard Charge</b></p>	<p><b>£60</b></p>	<p><b>£60</b></p>
<p><b>Let our cleaner's clean-up for you.</b></p> <ul style="list-style-type: none"> <li>You must empty the building of any items that you bring with you.</li> <li>We expect your caterer / bar provider to leave their area clean as they found it – for health and safety reasons our cleaner cannot clean-up for the caterer.</li> <li>Glasses and crockery must be left in the kitchen / bar areas for cleaning.</li> </ul> <p><b>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</b></p>		