

**Room Hire Rates from 1<sup>st</sup> January 2023**

		Statutory/Commercial Rate	Community Rate
Minster Room 12x6m 	Half Session up to 4 hours 9am – 1pm or 1pm -5pm Full session 4hours+	£95  £155	£60  £110
Stour & Walford Room 7.6m or 8.5m 	Half Session  Full Session	£80  £140	£50  £90
Borough Room 4x9m	Half Session  Full Session	£75  £140	£50  £90
Kitchen	Half Session  Full Session		£40  £75

Other Charges

Extras

Flipchart, paper & pens per session £5

Projector, stand & laptop per session £10

Urn & mugs per session £10

Paid-for refreshments £1 per person +£5 for the urn (example: 10 people £10+£5=£15) £5 charge to hirer.

Bookings are currently accepted between the following times

Monday – Thursday 8.30am – 5pm

Friday 8.30am – 1pm

Evenings and weekends to be agreed with Jayne or the key holders