

**PARKHOUSE CENTRE CHARGES FOR IVOR POTTER HALL - 1ST APRIL 2017**

**IVOR POTTER HALL**

	<u>£</u> <u>CHARITIES/LOCAL</u> <u>GROUPS/SCHOOLS</u>	<u>£</u> <u>PUBLIC</u> <u>BODIES</u>	<u>£</u> <u>COMMERCIAL</u> <u>USERS</u>
<b><u>ALL CHARGES ARE INCLUSIVE OF VAT</u></b>			
Main Hall (Week Days)	45.80	73.55	97.50
Main Hall (Weekend)	54.50	87.70	116.65
(Basic sound/lighting equipment included in price please state if required on booking form)			
Set-Up	10.85	10.85	10.85
Kitchen - Full (ie:use of cooker etc)	33.25	33.25	33.25
Kitchen - Part (ie: Tea/Coffee)	10.35	10.35	10.35
Kitchen - Reception	3.50	3.50	3.50
Theatre Lighting/Sound Room Professional equipment	24.55	24.55	24.55
Microphone	4.05	4.05	4.05
Flip Chart/Paper	4.05	4.05	4.05
Free StandingScreen	4.05	4.05	4.05
Large Electronic Screen (stage)	4.05	4.05	4.05

**Session Times - Hall**

Mon - Sat    am - 8.30 -12.30  
                  pm - 1.30 -5.30  
                  eve - 6.30 - 10.30  
                  (Fri & Sat 11.30pm finish)

Sunday Only am - 9.00 - 1.00  
                  pm - 2.00 - 5.30  
                  eve - 6.30 - 10.30

**Public Liability & Damage Insurance - Hirers are reminded of their responsibility to be adequately insured for All Risks**

**All charges are payable in advance unless agreement is reached with the Town Clerk for a monthly account**