



SCALE OF CHARGES 2024/25

All charges are inclusive of VAT at the current rate

Please note: The Parkhouse Centre is closed on Sundays

Ivor Potter Hall

Session Times If these times are not suitable, we may be able to be flexible. Please contact us. An extra hr is available at weekends in the Ivor Potter Hall – request at time of booking (£35 fee)	8.30am - 12.30pm	1.30pm - 5.30pm	6.30pm - 10.30pm (11.30pm weekend)

Hire Charges	Charities/ Local Groups/ Schools	Public Bodies/Commercial	
Monday am - Friday pm	£55.65	£86.01	
Friday pm - Saturday pm	£66.26	£106.60	

OTHER CHARGES	
Hall Set-up	£13.27
Kitchen - Full Use (Use of crockery, utensils and glasses by arrangement – breakages will be charged)	£40.41
Tablecloth Hire - per item	£5.08
Chair Cover Hire – per item	£0.86
Kitchen - Part (Tea/ Coffee) per session	£12.59
Main Hall Reception area and cooler fridges per session	£12.59
Microphone per session	£4.91
Flip Chart/Paper per session	£4.91
Free Standing Screen per session	£4.91
Electronic Stage Screen per session	£4.91

Ivor Potter Hall Bar Hire - please call the office – 01288 353576 for booking information. The Hall area has an alcohol licence until 12midnight. An extra hour 11.30pm- 12.30am can be available to book at an hourly rate. Please call the office for more information

Parkhouse Centre Rooms

Session Times If these times are not suitable, we may be able to be flexible. Please contact us	8.30am - 12.30pm £	1.30pm - 5.30pm £	6.30pm - 10.30pm £
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HIRE	Charities/ Local Groups/ Schools	Public Bodies/Commercial	
Room 1	£20.49	£38.38	
Room 2/3	£29.85	£59.54	
Room 4	£20.49	£38.38	
Conference Room (Includes Integral Kitchen)	£24.55	£43.12	

OTHER CHARGES	
Room Set-up	£4.24
Kitchen (not exclusive use) per session	£4.24
Flip Chart/Paper per session	£5.99
Portable P / A system per session	£5.38
Free Standing Screen per session (Each room has a screen/ monitor on the wall included in the booking fee)	£5.99