



The
Clay Farm
Centre

Venue Hire

Regular and Commercial Bookings

Equipment

Fixed Equipment:	FREE
DVD player / PA system	Cost per item: £7.20
Flipchart stand with integral whiteboard:	FREE
Flipchart Pad:	Cost per pad £7.20

Out of Hours & Sunday Bookings

Out of hours bookings will be subject to an additional booking charge to cover staffing. Please contact the Centre.

Refreshments

In rooms with a tea point; the provision of hot and cold water and use of crockery and cutlery is included in the room rate. **It is the responsibility of the hirer to clear away, wash up and leave as found.*

The provision of tea and coffee & biscuits to the room, can be arranged with varying options. Please ask for further information.

VAT

All prices are inclusive of VAT. VAT is charged at standard rate.

Hire Charges

Regular hirers will be invoiced monthly in arrears. One off bookings can be invoiced, paid over the phone or by cash or card in the Centre prior to the booking.

Charges are made from the time access is required to set up to the time the area is cleared. Bookings can be made in 15 minutes blocks.

Liability Insurance

All hirers must have insurance to cover their activity for up to £10 million. A Current and adequate certificate must be provided with the booking form.

Hire Charges 2024-2025 (Per Hour)

	Band D – Local Community			Band C – Organisations & Charities		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Eva Hartree Hall (All)	£14.92	£2.98	£17.90	£23.33	£4.67	£28.00
Eva Hartree Hall (Sect. A)	£13.95	£2.79	£16.94	£21.74	£4.35	£26.09
Eva Hartree Hall (Sect. B)	£12.47	£2.49	£14.96	£19.51	£3.90	£23.41
Tillie Cuthbert Room & Garden	£12.47	£2.49	£14.96	£19.51	£3.90	£23.41
Baker Studio	£12.47	£2.49	£14.96	£19.51	£3.90	£23.41
Byron & Chaplen Rooms	£12.47	£2.49	£14.96	£19.51	£3.90	£23.41
Byron Room	£9.34	£1.87	£11.21	£14.65	£2.91	£17.56
Chaplen Room	£8.72	£1.74	£10.46	£13.66	£2.73	£16.39
Millicent Fawcett Room	£8.72	£1.74	£10.46	£13.66	£2.73	£16.39
	Band B – Commercial (low profit)			Band A – Commercial/Private Enterprise		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Eva Hartree Hall (All)	£32.68	£6.54	£39.22	£44.85	£8.97	£53.82
Eva Hartree Hall (Sect. A)	£30.52	£6.10	£36.62	£41.90	£8.38	£50.28
Eva Hartree Hall (Sect. B)	£27.17	£5.43	£32.60	£37.34	£7.53	£44.87
Tillie Cuthbert Room & Garden	£27.17	£5.43	£32.60	£37.34	£7.53	£44.87
Baker Studio	£27.17	£5.43	£32.60	£37.34	£7.53	£44.87
Byron & Chaplen Rooms	£27.17	£5.43	£32.60	£37.34	£7.53	£44.87
Byron Room	£24.00	£4.80	£28.80	£28.02	£5.60	£33.62
Chaplen Room	£19.04	£3.81	£22.85	£26.23	£5.25	£31.48
Millicent Fawcett Room	£19.04	£3.81	£22.85	£26.23	£5.25	£31.48

- Band A **Commercial and private enterprise** – Examples include corporate events, dinners and conferences.
- Band B **Cultural and events** – Examples include concerts, gigs, cultural events and other ‘for-profit’ activity.
- Band C **Organisations**, includes statutory organisations such as local authorities, government organisations, NGOs, churches, charities and NHS. Classes, includes for example yoga, dance, sports and other small local businesses
- Band D **Local community/community events** - For events aimed at the local community and open to all in the community. Does not include private parties/events. Please see separate ‘Private Party’ rates.