

Fees and Charges valid from APRIL 2018

These prices are for non-profit making organisations providing community benefit and private hire only.

Separate rates apply for commercial hire charges which are double those shown.

Fees are inclusive of room setup to your requirements and cleaning.

Daytime charges apply for hires between 8am and 6pm. Evening rates apply from 6pm until 1am.

If hirers arrive or leave outside their designated booking
(for either set-up/clearance or function) they will be charged.

Facility		Daytime	Evening
Armstrong Hall (Excluding stage and dressing rooms. Minimum hire 3 hours)	Weekday	£18.50 per hr	£25 per hr
	Weekend	£21 per hr	£31 per hr
Armstrong Hall (rehearsal, preparation, pack down) (No public admittance)	£12.50 per hr		
Armstrong Hall Stage (Can only be booked in conjunction with Armstrong Hall, stage hire must be charged separately and VAT payable)	£9 +VAT per hr		
Dressing Rooms	£5.50 per hr (If used in conjunction with stage VAT will be added)		
Cossham Hall (Minimum hire 2 hours)	Weekday	£13.50 per hr	£16.50 per hr
	Weekend	£15 per hr	£19 per hr
Cossham Hall (rehearsal, preparation, pack down) (No public admittance)	£9.50 per hr		
Committee Room	£10.50 per hr		
Excell Room (bookings which include a bar will take precedence.)	£12.50 per hr (If used in conjunction with a bar VAT will be added)		
Kitchen (including Urn)	£10.50 +VAT per hr		
Crockery in conjunction with kitchen hire (per head)	Less than 50 £6 +VAT	More than 50 £10+VAT	
Disposable Cups	10p each + VAT		
Refreshment Trolley served in room (including water, tea, coffee, milk and cups)	60p per head + VAT	85p per head + VAT (including biscuits)	
Hot Water Flask	£4.50 + VAT		
(Back Lit) Overhead Projector and/or Screen	£9 +VAT		
Cinema Screen	£30 + VAT		
Additional Stage Blocks	£1+ VAT per block per day		
Raised Seating	£1.30 per seat per day. For a single day hire an additional handling charge of £75 will apply.		

Only alcohol purchased on the premises maybe consumed onsite, either through the use of the bar or pre – arranged orders which we are happy to discuss and accommodate. Prices will vary depending on requirements.

Bar: In association with a function is included on request and no charge will apply if minimum bar sales are more than £200. If less than £200 in bar sales is taken, hirers will be charged the difference between actual bar sales and £200. If there is any disruptive behaviour members of staff reserve the right to immediately close the bar or terminate the function.

Audio visual set up – basic lighting and microphones (one handheld and one lapel) will be included with Stage Hire. Additional or more complex lighting and audio requirements can be provided at extra cost depending on requirements or you can commission your own from our approved lighting suppliers. **Please note** – all sound equipment brought onto the premises and connected to the in-house system must be set up by an on duty member of staff. A sound test must be carried out before the function.

Wedding package. This includes exclusive use of the whole complex, room hire, set up, preparation, bar and seating layout. £1000

Children's party package (available Sat & Sun daytime only). This includes exclusive use of one of our halls and access to the kitchen for 2 hours. Armstrong Hall £50. Cossham Hall £40

Excess cleaning will be charged at £50. Any damages will be recharged to hirer at cost +10%. Charges applied will be those current at the time of the function, rather than at the time of booking.

Deposits of £100 are required from first time private hirers, and are deducted from their final invoice if no damage is incurred. The management reserve the right to refuse 18th & 21st birthday parties.

Bookings must be made on the appropriate paperwork. Provisional and telephone bookings must be confirmed by returning necessary paperwork within 7 days.

Cancellation of bookings must be made in writing and the appropriate one month's notice given for all bookings. Failure to give the appropriate notice will incur the basic hiring charge.

Licensing: The premises have a cinematograph licence, public entertainment licence and theatre licence. We also carry a full alcohol licence.

Caterers. If professional caterers are engaged for a function, prior approval must be obtained.

Fire Procedure: It is the hirer's responsibility to be aware of procedures in case of fire. The hirer is responsible for evacuation of rooms in use by them in case of fire. Hall staff, if on duty will assist, but hirers should appoint responsible people to act as stewards. Full details of procedures are displayed in the complex. Hirer's may be asked for evidence of Risk Assessment and Public Liability Insurance prior to an event.

Stewarding: It is the hirer's responsibility to steward their own event and to prevent access to the building by unauthorised persons. The hirer will be held responsible for any damage caused by unauthorised access.

Waste Disposal – It is the hirer's responsibility to remove all of their waste from the premises.

Booking Enquiries: Town Hall, High Street, Thornbury, Bristol BS35 2AR
01454 412103 or armstronghall@thornburytowncouncil.gov.uk

Hall Supervisor: Armstrong Hall, Chapel Street, Thornbury, Bristol BS35 2BJ
01454 412060 or hallsupervisor@armstronghall.gov.uk

Hall Manager: Louise Powell

Hall Supervisor: Adam Bloom

Bookings & Accounts: Lesley Prout or Belinda Morley

Bar Steward: Adam Bloom

Assistant Caretakers: Simon Harding & Kevin Simpson