

ARMAGH CITY, BANBRIDGE & CRAIGAVON BOROUGH COUNCIL

COMMUNITY DEVELOPMENT

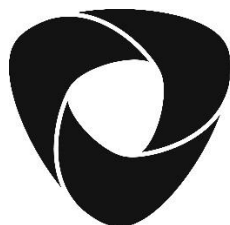
FACILITY CHARGES

**TOWN HALLS, BROWNLOW HUB,
TOMMY MAKEM ARTS & COMMUNITY CENTRE**

& COMMUNITY CENTRES

ROOM & EQUIPMENT HIRE CHARGES

1ST APRIL 2024 – 31ST MARCH 2025



**Armagh City
Banbridge
& Craigavon**
Borough Council

FACILITY CHARGES

Town Halls			
Room	Standard Rate	*Concession Rate	**Commercial Rate
Auditorium	£22.00	£6.00	£24.00
Stage	£16.00	£6.00	£18.00
Minor Hall	£16.00	£6.00	£18.00
Basement (LTH)	£11.00	£6.00	£13.00
Rehearsal Room	£11.00	£6.00	£13.00
Large Room	£11.00	£6.00	£13.00
Medium Room	£8.00	£6.00	£10.00
Small Room	£6.00	£6.00	£8.00
Large Kitchen	£9.00	£6.00	£11.00
Small Kitchen	£6.00	£6.00	£8.00
Rehearsal rate	£16.00	N/A	£18.00
Stage Technician	£40.00	£40.00	£50.00
TMAC & Brownlow HUB			
Main Hall	£22.00	£6.00	£24.00
Large Room	£11.00	£6.00	£13.00
Medium Room	£8.00	£6.00	£10.00
Small Room	£6.00	£6.00	£8.00
Large Kitchen	£9.00	£6.00	£11.00
Small Kitchen	£6.00	£6.00	£8.00
Childcare Space Hub	£10.50	N/A	N/A
Childcare Space TMAC	£6.00	N/A	N/A
Exhibition Space	£8.00	£6.00	£10.00
All Other Facilities			
Main Hall	£14.00	£6.00	£16.00
Large Room	£11.00	£6.00	£13.00
Medium Room	£8.00	£6.00	£10.00
Small Room	£6.00	£6.00	£8.00
Large Kitchen	£9.00	£6.00	£11.00
Small Kitchen	£6.00	£6.00	£8.00
Childcare Space	£6.00	N/A	N/A
Childcare Space (KJCC)	£8.50		
Bouncy Party (2 hours) to be paid in full at the time of booking	£70.00	N/A	N/A

Refreshments		
Tea & Coffee	£1.50	per person
Tea, Coffee & Biscuits	£2.00	per person
Tea, Coffee & Scones	£2.50	per person

Weddings – Room Rates		
Monday - Friday	£35.00	Per Hour
Saturday - Sunday	£45.00	Per Hour
Bank Holiday	£70.00	Per Hour

Large Functions – All Facilities		
50- 100 people	£130.00	Up to 5 hours
101 – 300 people	£260.00	Up to 5 hours
Pre/Post Function set up/cleaning	£30.00	Standard fee (50-100 persons)
	£50.00	Standard fee (101-300 persons)

Additional Equipment		
Microphone/PA system	£10.00	Per Booking
Data Projector + Screen (small)	£10.00	Per Booking
65" TV Monitor	£10.00	Per Booking
Data projector (PTH Stage)	£15.00	Per Booking
Flipchart Paper and Pens	£10.00	Per Booking
Piano (PTH + LTH only)	£15.00	Per Booking
Portable dance floor (25m2)	£20.00	Per Booking
Portable stage unit (subject to availability)	£40.00	Per Booking
Mobile Bar unit (PTH Only)	£20.00	Per Booking
Stage Star Cloth (PTH Only)	£40.00	Per Booking
Platform Steps x 3 pieces (Suitable for Choir)	£15.00	Per Booking
Platform steps x 6 pieces (Suitable for Choir)	£25.00	Per Booking
Bain Marie/Hot Cupboard	£10.00	Per Booking

Equipment Hire – Hired for offsite events		
Chairs x10	£10.00	Daily
Chairs x 100	£100.00	Daily
Folding trestle table (Each)	£3.50	Daily
Round Tables (Each)	£3.50	Daily
Dinner Plates x 50	£10.00	Per Booking
Crockery (Side plates, Cups, saucers) x 50	£10.00	Per Booking
Cutlery x 50 (forks, knives, spoons, t-spoons)	£10.00	Per Booking
Other Items (sugar bowls, jugs, gravy boats)	£1.00	Per Item
Bain Marie	£15.00	Daily

Terms of Booking

***Concession rates**

The Concession rates apply to the following:

- Senior Citizens groups (over 60s)
- Parent and toddler groups
- Disability Groups
- Youth groups

To qualify for this rate groups must be a constituted community group and have insurance in the name of the organisation as stated in the constitution. The constitution must clearly show that the group fits into at least one of the four categories listed above. If groups cannot provide this information their booking should be charged at the standard rate. Not all services provided by Community Facilities attract the concession rate, this is reserved for room hire only as set out above.

****Commercial rates**

A commercial/private organisation is owned by a person or person(s) or an individual whose primary focus is the sales of goods and/or services, with an aim to generate a profit/surplus for the benefit of the owner(s).

Criteria to determine 'Commercial' customers:

- a) A customer that meets the commercial definition, and
- b) Holds 2 or more commercial bookings per week across council community facilities.

Performing Rights

There will be a standard charge of £2.50 per session for performing rights where applicable.

Public Holiday Bookings

Bookings taking place on a Bank or Public Holiday will be charged at twice the standard rate due to the additional costs to Council in facilitating the booking. This also applies to concession rates.

Large functions

Bookings lasting more than 5 hours will incur additional costs charged at the standard hourly rate for the room in which the event takes place.

Large functions are also subject to a 25% minimum deposit being paid at the time of the booking. Bookings will not be confirmed until a deposit is received. (Manager discretion can be applied in cases where the booking is more regular)

Daily holding fee for rooms

Where a group has booked a room and requires intermittent use of a second room a room holding rate will apply. For example, Group A has booked a show in PTH, however they require an additional

room to cover lunch and dinner and team meetings throughout the day, they do not require it the whole time but wish to have exclusive use of it, in this case a daily rate of £25.00 will apply.

Late Night Bookings

Where a booking is in a Town Hall, bookings may be facilitated up until 2am. This would apply to Portadown & Lurgan Town Halls. Bookings in all other Community facilities should be concluded at 11pm. (Only in cases where there has been prior written approval can these times be extended)

Alcohol

Council can grant a Licence to consume alcohol in its facilities at its discretion. However, alcohol must not be consumed beyond 9pm. The exception to this is those facilities that are located in the Town Halls. Alcohol can be consumed and sold in these premises providing all relevant licences have been granted by the appropriate authority until 12.00 Midnight. Council reserves the right to refuse a licence as it sees fit.

Cancellation Policy

Cancellations of bookings by Community Groups must be made with the Bookings Officer 48 hours/2 working days before the start of booking, failure to do so will result in fees being incurred. Long standing users may be reallocated another date at Managers Discretion.

Large productions/concerts/events must give 10 days' notice to accommodate staff rotas and resources.

Refunds will only be made if above terms are adhered to or in exceptional circumstances.

CONDITIONS FOR EQUIPMENT HIRE – External Use

- (i) No items will be hired unless a Resource Hire Form is completed, and goods paid for in advance.
- (ii) Items may be collected one day prior to usage and returned not later than 10.00am on the day following usage. Times kept in excess before or after will be charged at the appropriate rate.
- (iii) Weekend use will count as one day provided that items are returned not later than 10.00am on Monday.
- (iv) Any damage or failure to return the item/s may result in forfeiture of deposit. Where costs of repairs exceed deposits the Council reserve the right to recoup such excess from hirers.
- (v) All items must be returned in a clean condition and all catering equipment will be properly washed and dried by the hirer prior to return. Failure to do so may result in total forfeiture of deposit.
- (vi) It will be the responsibility of the hirer to check on the numbers of items and condition of same at the time of collection/acceptance.
- (vii) Transport of all goods/equipment is the responsibility of the hirer.

- (viii) Suitable transport must be used, when hirer collects/returns all resource items.
- (ix) The Council reserve the right to alter these conditions without notice.