

Burgess Hill Town Council

96 Church Walk, Burgess Hill, West Sussex, RH15 9AS
Tel: 01444 247726 | Email: council@burgesshill.gov.uk

ROOM HIRE CHARGES: 1 APRIL 2023 – 31 MARCH 2024

(All prices shown are excluding VAT)

		Commercial £ per hour	Charity £ per hour
Council Chamber	Mon-Fri	£29.00	£14.55
	Sat (includes caretaking fee)	£50.40	£35.95
Small Meeting Room (Max 4 people and hourly blocks only)	Mon-Fri	£9.40	£4.70
	Sat (includes caretaking fee)	£30.80	£26.10
Council Chamber & Small Meeting Room (Min 2-hours)	Mon-Fri	£38.40	£19.25
	Sat (includes caretaking fee)	£59.80	£40.65
Caretaker Charges (Evening bookings from 5pm, Mon-Thu and 4.30pm on Fri, and weekend bookings)	Mon-Fri	£11.90	£11.90
	Sat	£21.40	£21.40
	Sun	£28.50	£28.50

Equipment Hire		Commercial £ per item / sheet	Charity £ per item / sheet
Projector, Screen & Laptop		£28.50	£14.25
Laptop		£16.90	£8.50
Projector & Screen		£16.90	£8.50
Flipchart, Paper & Pens		£8.40	£4.20
Display Board & Velcro		£5.70	£3.40
Photocopying (Prices shown including VAT)	Black & White (A4)	£0.15	£0.15
	Colour (A4)	£0.50	£0.50
Fax (Prices shown including VAT)	UK (per sheet)	£1.15	£1.15
	Overseas (per sheet)	£1.65	£1.65

Refreshments		Commercial £ per person	Charity £ per person
Tea / Coffee / Biscuits (For more than one round of refreshments, the price will be an additional £1 pp)		£2.40	£2.40
Working Lunches		Price on request	Price on request
Self-Service use of kitchen (includes crockery, dishwasher) (Bring own refreshments including milk, sugar etc)		£10.00	£10.00