

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| COMMITTEE: | Town Hall, Assets & Services Committee Meeting | | | | | | | | | | | | | | |
|---------------------------------|---|-----------------|---------------------|--|------------|-------------|---------|-------------|-----|----|-----|-------------|-----|----|----|
| MEETING DATE AND TIME | 23 rd January 2025 | LOCATION | Congleton Town Hall | | | | | | | | | | | | |
| REPORT FROM | Town Hall Manager – Mark Worthington | | | | | | | | | | | | | | |
| AGENDA ITEM REPORT TITLE | 11 Review of Town Hall Hire Charges 2025/26 | | | | | | | | | | | | | | |
| Background | A review of Town Hall Hire Charges was last carried out in January 2024. CTC policy is to review the pricing structure annually. Existing hire charges can be seen in Appendix 11.1, 11.2 & 11.3 | | | | | | | | | | | | | | |
| Update | <p>Three pricing categories are used when hiring rooms at the Town Hall; 1. Private. 2 Corporate 3. Charities, voluntary organisations, and health & wellbeing activities.</p> <p>Changes were made last year to include the caveat that there would be no discount for bookings on Fridays or Saturdays throughout December. This decision has not had any negative impact on bookings in the lead-up to Christmas as charity organisations have moved their bookings to Sunday to receive the relevant discount or committed to the non-discounted price for Friday and Saturday. Changes last year to the private category included a package price for Weddings which includes room hire and lighting. This has simplified the costings and customers have welcomed the package hire pricing.</p> <p>All price categories include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays.</p> <p>The chart below shows the number of bookings per room comparing 2023-2024 and 2024-2025. The reduced number of bookings in the Grand Hall for 2025-25 relates to losing weekly bookings for Bingo which was operated by our commercial partner and a weekly yoga class. Both of these bookings took advantage of the charities, voluntary, health & wellbeing rate but reduced numbers at their class led to cancelling the booking. These figures do not include CTC internal bookings.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Grand Hall</th> <th>Bridestones</th> <th>Spencer</th> </tr> </thead> <tbody> <tr> <td>2024 - 2025</td> <td>141</td> <td>94</td> <td>126</td> </tr> <tr> <td>2023 - 2024</td> <td>177</td> <td>57</td> <td>69</td> </tr> </tbody> </table> <p>A review of similar venues to the Town Hall has been carried out by Officers with the findings proving favourable to the existing hire charges. It is recommended the existing hire charges remain for 2025/26.</p> | | | | Grand Hall | Bridestones | Spencer | 2024 - 2025 | 141 | 94 | 126 | 2023 - 2024 | 177 | 57 | 69 |
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| | |
|-------------------------|--|
| | |
| Financial | To be in accordance with allocated budgets and financial regulations. |
| Environmental | To align with existing CTC environmental policy. |
| Equality | To align with existing CTC Equality and Inclusion policy. |
| Decision Request | To agree the existing Town Hall Hire Charges remain in place for 2025/26 and recommend these to Council for approval and adoption into the Constitution. |

Room Hire Price List

2024/25



Congleton
Town Council

Private Hire

THE GRAND HALL

| SUNDAY TO THURSDAY | CHARGE |
|--|---------|
| Standard Hourly Rate (minimum booking of 2 hours) | £44.40 |
| Sunday - Thursday - 4 hour block rate (8am-6pm) * | £126.00 |
| Sunday - Thursday - 8 hour block rate (8am-6pm) * | £210.00 |
| FRIDAY & SATURDAY + | |
| Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate * | £420.00 |

THE BRIDESTONES SUITE

| | CHARGE |
|--|---------|
| Standard Hourly Rate (minimum booking of 2 hours) | £34.80 |
| 4 hour block rate (8am-6pm) * | £118.80 |
| 8 hour block rate (8am-6pm) * | £186.00 |
| One off charge when hiring Grand Hall (Not eligible for any discounts) * | £30.00 |

THE SPENCER SUITE

| | CHARGE |
|--|--------|
| Standard Hourly Rate (minimum booking of 2 hours) | £18.00 |
| 4 hour block rate (8am-6pm) * | £60.00 |
| 8 hour block rate (8am-6pm) * | £90.00 |
| One off charge when hiring Grand Hall (Not eligible for any discounts) * | £18.00 |

+ FRIDAY & SATURDAYS

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk



Private Hire - Wedding Ceremonies

THE GRAND HALL & THE BRIDESTONES SUITE

| | CHARGE |
|--|-----------------|
| Ceremony & Reception * This includes: <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown | £1060.00 |

THE BRIDESTONES SUITE

| | CHARGE |
|----------------------|----------------|
| Ceremony Only | £480.00 |

FURTHER INFORMATION

The hire of the venue for wedding ceremonies DOES NOT include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information: <https://yourceremony.org.uk/planning/>

As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.

Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am. For larger events, 50+, additional bar space is available, please ask for details.

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements.
Tel: 07722 008421 or email: barandcatering@congleton-tc.gov.uk

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

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Email: bookings@congleton-tc.gov.uk



Corporate and Publicly Funded Bodies

THE GRAND HALL

| SUNDAY TO THURSDAY | CHARGE | VAT | TOTAL |
|---|---------|--------|---------|
| Standard Hourly Rate (minimum booking of 2 hours) | £37.00 | £7.40 | £44.40 |
| Sunday - Thursday - 4 hour block rate (8am-6pm) | £105.00 | £21.00 | £126.00 |
| Sunday - Thursday - 8 hour block rate (8am-6pm) | £175.00 | £35.00 | £210.00 |
| FRIDAY & SATURDAY + | | | |
| Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate | £350.00 | £70.00 | £420.00 |

THE BRIDESTONES SUITE

| | CHARGE | VAT | TOTAL |
|--|---------|--------|---------|
| Standard Hourly Rate (minimum booking of 2 hours) | £29.00 | £5.80 | £34.80 |
| 4 hour block rate (8am-6pm) | £99.00 | £19.80 | £118.80 |
| 8 hour block rate (8am-6pm) | £155.00 | £31.00 | £186.00 |
| One off charge when hiring Grand Hall (Not eligible for any discounts) | £25.00 | £5.00 | £30.00 |

THE SPENCER SUITE

| | CHARGE | VAT | TOTAL |
|--|--------|--------|--------|
| Standard Hourly Rate (minimum booking of 2 hours) | £15.00 | £3.00 | £18.00 |
| 4 hour block rate (8am-6pm) | £50.00 | £10.00 | £60.00 |
| 8 hour block rate (8am-6pm) | £75.00 | £15.00 | £90.00 |
| One off charge when hiring Grand Hall (Not eligible for any discounts) | £15.00 | £3.00 | £18.00 |

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

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Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

THE GRAND HALL

| SUNDAY TO THURSDAY | CHARGE |
|--|------------|
| Standard Hourly Rate (minimum booking of 2 hours) | £15.00 * |
| FRIDAY & SATURDAY + | |
| Standard Hourly Rate - up to 3pm (minimum booking of 2 hours) | £44.40 ** |
| Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate | £420.00 ** |

THE BRIDESTONES SUITE

| | CHARGE |
|---|-----------|
| Standard Hourly Rate (minimum booking of 2 hours) | £15.00 * |
| Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours) | £30.00 ** |
| One off charge when hiring Grand Hall (Not eligible for any discounts) | £30.00 * |

THE SPENCER SUITE

| | CHARGE |
|---|-----------|
| Standard Hourly Rate Monday - Friday up to 6pm (minimum booking of 2 hours) | £15.00 * |
| Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours) | £18.00 ** |
| One off charge when hiring Grand Hall (Not eligible for any discounts) | £18.00 * |

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Please note these costs are NOT eligible for discounts.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. For larger events, 50+, additional bar space is available, please ask for details.

* Not eligible for discount. ** There are no discounts for Friday & Saturday bookings during the month of December. There is a maximum of 3 concessionary rate bookings per year only. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk