

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 2024 – 31 MARCH 2025

(All prices shown are excluding VAT)

		Commercial £ per hour	Charity £ per hour
Council Chamber	Mon-Fri	£30.75	£15.45
	Sat (includes caretaking fee)	£53.45	£38.15
Small Meeting Room (Max 4 people and hourly blocks only)	Mon-Fri	£10.00	£5.00
	Sat (includes caretaking fee)	£32.70	£27.70
Council Chamber & Small Meeting Room (Min 2-hours)	Mon-Fri	£40.75	£20.45
	Sat (includes caretaking fee)	£63.45	£43.15
Caretaker Charges (Evening bookings from 5pm, Mon-Thu and 4.30pm on Fri, and weekend bookings)	Mon-Fri	£12.60	£12.60
	Sat	£22.70	£22.70
	Sun	£30.20	£30.20

Equipment Hire		Commercial £ per item / sheet	Charity £ per item / sheet
Projector, Screen & Laptop		£30.20	£15.10
Laptop		£17.90	£9.00
Projector & Screen		£17.90	£9.00
Flipchart, Paper & Pens		£8.90	£4.45
Display Board & Velcro		£6.05	£3.60
Photocopying (Prices shown including VAT)	Black & White (A4)	£0.16	£0.16
	Colour (A4)	£0.53	£0.53
Fax (Prices shown including VAT)	UK (per sheet)	£1.20	£1.20
	Overseas (per sheet)	£1.75	£1.75

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)		£2.55	£2.55
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