

HIRE CHARGES FOR USE OF ROOMS AT TOWN HALL OR COMMUNITY CENTRE*

	Town Hall Assembly Room	Town Hall Kitchen**	Community Centre Hall	Community Centre Kitchen**
	£	£	£	£

Local groups, charities, classes, wedding receptions: hourly rate

Week day	14	8	14	8
Week-end	20	9	20	9

Business rates: hourly rate

Week day	24	16	24	16
Week-end	36	24	36	24

Whole day rates for businesses

Week day	180	120	180	120
Week-end***	360	240	360	240

*Minimum hire is for 90 minutes, which includes 15 minutes' time at the beginning of hire period and at the end of the hire period for all setting up and clearing away

**Charges for hire of the Kitchen, if used, are additional to the charges for other rooms used

***Whole day Saturday and Sunday

The Mayor's Parlour is available to charities at the discretion of the Mayor; apply through the Town Clerk.

WEDDINGS AT WOODSTOCK TOWN HALL

Hire of either the Mayor's Parlour (downstairs) or the Assembly Room (upstairs) for a wedding ceremony £300 (£100 deposit to secure room)

Baby Naming Ceremony £110

Renewal of Vows £125

A damage deposit of £150 is also payable for **all** bookings, **including weddings**, which is refundable after the event if everything is in order.