

# CHESTERFIELD VENUES

**WINDING WHEEL** 13 Holywell Street, Chesterfield. S41 7SA

## APPENDIX 2



Booking Enquiries:

**Chesterfield Visitor Information Centre**, Rykneld Square, Chesterfield S40 1SB

Tel (01246) 345333 9.30am - 5pm Monday to Friday

E mail [venuehire@chesterfield.gov.uk](mailto:venuehire@chesterfield.gov.uk)

[www.chesterfieldvenuehire.co.uk](http://www.chesterfieldvenuehire.co.uk)

### Scale of Charges 1<sup>st</sup> April 2015

<b>COMMUNITY CHARGE RATES</b>		<b>WINDING WHEEL AUDITORIUM</b>	<b>WINDING WHEEL BALLROOM</b>	<b>WINDING WHEEL FUNCTION ROOM</b>
All Bookings are subject to a minimum of <b>three</b> hours booking (excluding kitchens)		300 - 600 persons	100 - 200 persons	30 - 120 Persons
£150.00 minimum hire charge applies.		Hourly Rate £	Hourly Rate £	Hourly Rate £
Rooms should be booked to include setting up and clearing away time and if a bar is arranged one hour after the bar closes.				
<b>Community Charge</b> Private, Social events, non-profit making clubs, charity events Monday - Friday meetings etc.  *SUNDAYS - add £40 to Fri – Sun rates per function.	Mon – Thurs pre 5pm	39.00	30.00	21.00
	Mon – Thurs after 5pm	64.00	35.00	30.00
	Fri – Sun* pre 5pm	54.00	44.00	36.00
	Fri – Sun* after 5pm	80.00	50.00	40.00
	CIRCLE	13.00		
KITCHEN - per hour	6.30	6.30	6.30	
SERVERY - per event	12.00	12.00	12.00	
Large event discount (20%) for bookings of all rooms for more than 1 day on consecutive days.				
<b>Community Discount</b> Discounted rate to non-profit making clubs or associations who block book 10 or more dates excluding Saturday/Sunday with 1 month flexibility clause re venue/time	Mon - Fri pre 5pm	31.00	24.00	17.00
	Mon - Fri after 5pm	51.00	28.00	24.00
	KITCHEN - per hour	5.00	5.00	5.00
SERVERY - per event	10.00	10.00	10.00	
<b>STAFFING CHARGES</b>				
Duty Manager: £18.00 per hour incl. vat		Caretaker: £14.40 per hour incl. vat		
Security Staff: £18.00 per hour incl. vat		Front of House Staff: £12.00 per hour incl. vat		

*(The above prices are exempt from Vat charges except where stated)*

### **BANK HOLIDAY HIRINGS: BY NEGOTIATION ONLY AT DOUBLE RATES.**

All customers must pay a holding deposit of £100 or 10% of hire charge at the time of booking.

This 'deposit' is payable on top of the hire charge, and will be refunded after the event if no damage arises.

**The Deposit will not be refunded if the event is cancelled.**

The remaining hire charges are payable **four** weeks before the event or immediately if the booking is made within this period.

Please make cheques payable to *Chesterfield Borough Council – Credit / Debit Cards accepted.*

# CHESTERFIELD BOROUGH COUNCIL

**WINDING WHEEL** 13 Holywell Street, Chesterfield. S41 7SA



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## Scale of Charges 1<sup>st</sup> April 2015

<b>COMMERCIAL HIRE CHARGES</b>		<b>WINDING WHEEL AUDITORIUM</b>	<b>WINDING WHEEL BALLROOM</b>	<b>WINDING WHEEL FUNCTION ROOM</b>
All Bookings are subject to a minimum of <b>three</b> hours booking (excluding kitchens) £150.00 minimum hire charge applies.		300 - 600 persons	100 – 200 persons	30 - 120 persons
Rooms should be booked to include setting up and clearing away time and if a bar is arranged one hour after the bar closes.		Hourly Rate £	Hourly Rate £	Hourly Rate £
<b>COMMERCIAL HIRINGS</b>  *SUNDAYS - add £40 to Fri – Sun rates per function.	Mon - Thurs pre 5pm	80.00	60.00	43.00
	Mon - Thurs after 5pm	130.00	70.00	58.00
	Fri - Sun pre 5pm	110.00	90.00	72.00
	Fri - Sun after 5pm	160.00	100.00	85.00
	CIRCLE	26.00		
	KITCHEN - per hour	10.00	10.00	10.00
	SERVERY - per function	16.00	16.00	16.00
<b>Block Booking Discount</b> Discount to commercial organisations making a block booking of 10 or more dates. 1 month flexibility clause re venue and or time applies.	Mon - Thurs pre 5pm	64.00	48.00	34.00
	Mon - Thurs after 5pm	104.00	56.00	46.00
	Fri - Sun pre 5pm	88.00	72.00	57.00
	Fri - Sun after 5pm	128.00	80.00	69.00
	SUNDAYS ADD £40 TO FRI - SUN RATES PER FUNCTION			
	KITCHEN - per hour	8.00	8.00	8.00
	SERVERY - per function	14.00	14.00	14.00
<b>STAFFING CHARGES</b>				
Duty Manager: £18.00 per hour incl. vat		Caretaker: £14.40 per hour incl. vat		
Security Staff: £18.00 per hour incl. vat		Front of House Staff: £12.00 per hour incl. vat		

*(The above prices are exempt from Vat charges except where stated)*

### **BANK HOLIDAY HIRINGS: BY NEGOTIATION ONLY AT DOUBLE RATES.**

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The remaining hire charges are payable **four** weeks before the event, or immediately if the booking is made within this period. Please make cheques payable to *Chesterfield Borough Council – Credit / Debit Cards accepted.*

## CHESTERFIELD VENUES

### WINDING WHEEL THEATRE

13 Holywell Street, Chesterfield. S41 7SA

Tel (01246) 345333 9am - 4pm Monday to Friday

[E mail venuehire@chesterfield.gov.uk](mailto:venuehire@chesterfield.gov.uk)

[www.chesterfieldvenues.co.uk](http://www.chesterfieldvenues.co.uk)

### Hire Charges 1st April 2015

Professional Companies and Commercial Use

	Core Hours	Charge for up to eight hours	For each extra hour or part thereof	Hours before or after core hours	Additional Performance
	Performance				
Monday	9am-11pm	£2,000	£250.00	£375.00	£1,000
Tuesday	9am-11pm	£2,000	£250.00	£375.00	£1,000
Wednesday	9am-11pm	£2,000	£250.00	£375.00	£1,000
Thursday	9am-11pm	£2,100	£262.50	£393.75	£1,050
Friday	9am-11pm	£2,100	£262.50	£393.75	£1,050
Saturday	9am-11pm	£2,100	£262.50	£393.75	£1,000
Sunday	9.30am-11pm	£2,800	£350.00	£525.00	£1,400
Bank Holiday	9.30am-11pm	£2,800	£350.00	£525.00	£1,400

N.B. Any additional hours, as described in the list of Hire Charges and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.