



## Community Buildings Committee Meeting

Date: 29<sup>th</sup> September 2022

Number: CB021

### To consider an increase in the hire rates charged for both regular and one-off hirers at the Queen's Hall and Cuckfield Village Hall

#### 1. Introduction

This report will provide an overview of the existing charges made to hire both the Queen's Hall and Cuckfield Village Hall and make recommendations for increases to be made to these costs in light of the increased energy costs being experienced across the UK.

#### 2. Findings

All hire costs for both halls have been unchanged since 1<sup>st</sup> April 2019, other than the exclusive wedding hire of the Queen's Hall which was increased earlier this year from £900 to £1,200 for all day Saturday through to 12pm Sunday.

With the general increase in energy rates and other commodities we feel it is time to review our hourly and block booking rates across the board.

At the Queen's Hall, the kitchen currently has a single hire rate for full use which is generally waived for hirers who only wish to use the hot drinks making facilities.

All regular hirers of the Queen's Hall receive a 10% discount after they have booked the hall for 1 year.

In addition to the hourly rates, there are 2 organisations which benefit from a block booking rate:

**Cuckfield Dramatic Society** (rates charged since December 2018)

Block booking Sunday to Saturday (7 days) £900.00 including VAT.

#### **Additional days**

Sunday all day 'get in' until 1700 when cleaners are due to arrive = £120.00

Sunday morning 'get out' 0900 to 1200 = £60.00

All other days = £156.00/day

### **Rehearsals**

A concessionary fee of £24.00 is charged for use of QH/Council Chamber/CVH including kitchen. *The condition of this agreement is that CDS will relinquish their use of the hall should a paid booking be made.*

### **Cuckfield Book Festival**

Flat rate of £500 for 3 full days (Friday, Saturday and Sunday) including the main hall, Council Chamber and kitchen. This has been the same rate since the book festival started in 2016.

All rates include VAT.

The full rates that would be charged for each of these organisations is included in Appendix 1.

### **3. Recommendations**

The following increases of approx. 10% are recommended for our regular and ad hoc hirers:

#### Cuckfield Village Hall

Daytime & Regular Hirers: increase from £13.20 to £14.50 per hour  
Evening Functions: increase from £20 to £22 per hour

#### Queen's Hall

Sunday to Friday 0900 – 1700

Main Hall: increase from £15.60 to £17.20 per hour  
Council Chamber: increase from £13.20 to £14.50 per hour

Saturday 0900 – 1700

Main Hall: increase from £17.40 to £19.20 per hour  
Council Chamber: increase from £13.20 to £14.50 per hour

Sunday to Friday 1700 – 2400

Main Hall: increase from £18.60 to £20.50 per hour  
Council Chamber: increase from £13.20 to £14.50 per hour

Saturday Hire 1700 – 2400

Main Hall: increase from £25 to £27.50 per hour (residents)  
Council Chamber: increase from £13.20 to £14.50 per hour (residents)

Main Hall: increase from £30 to £33 per hour (non-residents)  
Council Chamber: increase from £18 to £20 per hour (non-residents)

Kitchen: remain at £12/hour for full use  
introduce £6/hour for basic use (drinks/dishwasher)

Children's Parties: increase from £70 to £80 for 3 hours use of the hall and kitchen

The following increases are recommended for our block hirers:

**Cuckfield Dramatic Society**

Block booking Sunday to Saturday (7 days) increased to £1,100.00

**Additional days**

Sunday all day 'get in' until 1700 increased to £132.00

Sunday morning 'get out' 0900 to 1200 increased to £66.00

All other days increased to £172.00/day

**Rehearsals**

The concessionary rehearsal fee increased to £30.00 for a maximum of 3 hours. *The condition of this agreement is that CDS will relinquish their use of the hall should a paid booking be made.*

**Cuckfield Book Festival**

The initial rate offered was to support a new initiative for the village and the festival has been an incredible success. Whilst continuing to support this venture, I do believe the rate should be increased from £500 for the 3 full days (Friday, Saturday and Sunday) to £650 at a minimum.

All rates include VAT.

These increases would be effective from 1<sup>st</sup> January 2023.

Name: Jane Forester/Sam Heynes

Title Admin Assistant/Clerk

Date: 20<sup>th</sup> September 2022

## Appendix 1

### Cuckfield Dramatic Society

If CDS were to be charged the full hourly rate instead of the block booking rate of £900.00 to hire the hall exclusively from Sunday 0900 to following Sunday 1200:

**1<sup>st</sup> Sunday to Friday = £633.00 per day x 6 days = £3,798.00**

**Main Hall**                    0900 to 1700 8hr x £15.60 = £124.80  
   1700 to 2400 7hr at £18.60 = £130.20

**Council Chamber**    0900 to 2400 15hr x £13.20 = £198.00

**Kitchen**                    0900 to 2400 15hr x £12.00 = £180.00

**Saturday** using Cuckfield Community evening rate from 1700 to 2400 = **£725.80**

**Main Hall**                    0900 to 1700 8hr x £17.40 = £139.20  
   1700 to 2400 7hr at £25.00 = £175.00

**Council Chamber**    0900 to 1700 8hr at £13.20 = £105.60  
   1700 to 2400 7hr at £18.60 = £126.00

**Kitchen**                    0900 to 2400 15hr x £12.00 = £180.00

**2<sup>nd</sup> Sunday** (0900 to 1200 Only) = **£122.40**

**Main Hall**                    0900 to 1200 3hr x £15.60 = **£46.30**

**Council Chamber**    0900 to 1200 3hr x £13.20 = **£39.60**

**Kitchen**                    0900 to 1200 3hr x £12.00 = **£36.00**

**Total hire for 7.5 days hire at normal hourly rates = £4,646.20**

### Cuckfield Book Festival

**Total hire for 3 days full hire at normal rates = £1,991.80**

**Friday = £633.00**

**Main Hall**                    0900 to 1700 8hr x £15.60 = £124.80  
   1700 to 2400 7hr at £18.60 = £130.20

**Council Chamber**    0900 to 2400 15hr x £13.20 = £198.00

**Kitchen**                    0900 to 2400 15hr x £12.00 = £180.00

**Saturday = £725.80**

<b>Main Hall</b>	0900 to 1700 8hr x £17.40 = £139.20
	1700 to 2400 7hr at £25.00 = £175.00
<b>Council Chamber</b>	0900 to 1700 8hr at £13.20 = £105.60
	1700 to 2400 7hr at £18.60 = £126.00
<b>Kitchen</b>	0900 to 2400 15hr x £12.00 = £180.00

**Sunday = £633.00**

<b>Main Hall</b>	0900 to 1700 8hr x £15.60 = £124.80
	1700 to 2400 7hr at £18.60 = £130.20
<b>Council Chamber</b>	0900 to 2400 15hr x £13.20 = £198.00
<b>Kitchen</b>	0900 to 2400 15hr x £12.00 = £180.00

**Appendix 2**

Cuckfield Village Hall Hire Rates

**CUCKFIELD PARISH COUNCIL**  
The Queen's Hall, High Street, Cuckfield, RH17 5EL



**CUCKFIELD VILLAGE HALL**

**HALL HIRE CHARGES**

FROM 1<sup>ST</sup> APRIL 2019

(HOURLY RATES INCLUDE 20% VAT)

	DAYTIME & REGULAR HIRERS	EVENING FUNCTIONS ONLY
	0900 - 2400	1700 - 2400
<b>MAIN HALLS</b> including use of garden & kitchen facilities	£13.20 PER HOUR	£20 PER HOUR MINIMUM 3 HOURS HIRE
<b>REFUNDABLE DAMAGE DEPOSITS</b>	Damage Deposit £100 <i>Children's Parties up to the age of 12</i> Damage Deposit £100 <i>Daytime Bookings up to 5pm</i> Damage Deposit £350 <i>Private Party/Event between 5pm - 12am</i>	

Queen's Hall Hire Rates:



**HALL HIRE CHARGES**  
 THE QUEEN'S HALL FROM 20<sup>th</sup> June 2022  
**Hourly Rates**  
 (All these prices INCLUDE 20% VAT)

	SUNDAY - FRIDAY		SATURDAY HIRE ONLY		
	0900-1700	1700-2400	0900-1700	1700-2400 Cuckfield Resident/ Organisation	1700-2400 Non-Resident/ Organisation
<b>MAIN HALL</b> (Including Stage)	£15.60	£18.60	£17.40	£25.00 Minimum hire 3 hours	£30.00 Minimum hire 3 hours
<b>COUNCIL CHAMBER</b>	£13.20	£13.20	£13.20	£13.20	£18.00
<b>KITCHEN</b>	<b>Monday-Friday and Weekends £12.00 per hour</b> Use of full catering kitchen including crockery. Does NOT include baking/roasting trays, drying up clothes, table clothes, sharp cutting knives, chopping boards etc. Cutlery only available by request. If in doubt, please ask.				

**PLEASE NOTE**

- Hire charges above are hourly. All bookings must include preparation and clearance time
- ALL DAY exclusive Wedding hire of Queen's Hall special rate of **£1,200** including kitchen facilities, Lobby Bar, and Council Chamber, tables, chairs, china and cutlery, plus ½ day clear up time until 12:30 on Sunday. Garden available until 9pm – extensions by special permission only.
- Wedding booking deposit **£350** FULLY Refundable Damage Deposit **£350**
- **£75** charge for HALF DAY hall hire from 2pm for wedding decoration (previous day)
- **£150** charge for WHOLE DAY for wedding decoration (previous day)
- Additional cost to hold a Civil Wedding/Partnership Ceremony **£250.00**.  
**Please contact West Sussex County Council for Registrars current fees.**
- Children's parties at the flat rate of **£70** - maximum 3 hours hire including kitchen facilities & garden. Maximum 30 of children. Any additional time will be charged at the normal hourly rate.
- Regular Hirers, for hirers making a commitment for 1 year + will receive a 10% discount
- All guests to be asked to leave by 11.45pm. The hall MUST be fully vacated by midnight.
- **Refundable Damage Deposits:**
  - Daytime Events and Children's Parties: **£100** (up to age 12) **£350** (from age 13)
  - ALL Weddings and Evening Events: **£350.00**

**CUCKFIELD PARISH COUNCIL, THE QUEEN'S HALL, HIGH STREET, CUCKFIELD, WEST SUSSEX RH17 5EL**  
**FOR HALL BOOKINGS AND VIEWINGS PLEASE CALL (01444) 454276**  
 Email: [admin@cuckfield.gov.uk](mailto:admin@cuckfield.gov.uk)