

Meeting rooms and venue hire

Making a booking

To check availability of rooms and dates in the Civic Centre, please call 01825 762774.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your booking including additional set up and clear up times.

We will then be able to advise you of available rooms and will make every effort to accommodate your booking.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers and email
- Brief details of the booking.

We will then email or post a booking form for you to confirm.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed. You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you within 28 days prior to your booking and should be paid within 14 days.

Prior to your booking

Please ensure that you confirm numbers attending and the layout at least *two days* before your booking.

If you require catering, you must advise us and order at least one week before your event as supplies will need to be ordered in.

If you have any queries, or would like to discuss specific requirements for your booking, please call 01825 762774 and make an appointment to see a member of staff.

Cancellations

Please Note: if you cancel your booking within 14 days of the date of the event, the *full* hire charge will be payable.

Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 762774.

Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately. The chairs and tables are heavy and you should *not* attempt to move them.

Additional Equipment

If you require additional equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

Catering

If you require additional catering, or have any queries regarding your catering order, please contact us.

Housekeeping

Maps of the building and housekeeping notices are provided in each room. If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms. Please ensure that all your delegates/guests are aware of the emergency evacuation procedures.

In the event of a fire, please evacuate to Luxford Field and take a roll call of your delegates/guests.

You must report immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 762774.



Civic Centre and Foresters Hall

Venue hire charges 2022/23 (prices applicable from 1 April 2022 – 31 March 2023)



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Oakleaf Room



Ashdown Room



Mayor's Parlour

Meeting rooms and venue hire

Civic Centre (TN22 1AE) basic room hire per hour + VAT

Room	Non-Commercial	Commercial
Weald Hall (seats up to 250) 15m x 21m	Off peak rate £24.25 Peak rate £29.45	Off peak rate £42.25 Peak rate £47.40
Ashdown room (seats up to 100) 11m x 7m	Off peak rate £12.70 Peak rate £15.75	Off peak rate £22.15 Peak rate £26.30
Council Chamber (seats up to 50) 6.8m x 12.9m	Off peak rate £14.75 Peak rate £17.75	Off pk rate £15.75 Peak rate £19.00
Green Room (seats up to 50)	£12.20	
Oakleaf Room (seats up to 25) 4.1m x 6.1m	£11.10	
Martlets Room (seats up to 30) 4m x 6.8m	£11.10	
Mayor's Parlour (seats up to 10) 3.7m x 4.4m	£9.50	
Luxfords Restaurant (available when restaurant closed)	£11.10	£17.50
*Off peak rate – applies daytime Monday to Saturday and evenings Monday to Wednesday from 6.00pm **Peak rate – applies evenings from 6.00pm on Thursday/Friday/Saturday and all day on Sunday Bookings are subject to availability		

Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

The use of wall-mounted digital smart screens and projector, if required, is included in all room hire charges but should be pre-ordered at the time of booking.

Meeting rooms and venue hire

Foresters Hall (TN22 5DT) - Basic room hire per hour

Room	Non-Commercial	Commercial
Main Hall – adult group	£10.35	£22.75
Mail Hall – voluntary youth group	£5.10	n/a

Please note that VAT is not chargeable on Foresters Hall bookings

Foresters Hall

You will need to collect a key prior to your event. For bookings on a Saturday or Sunday, please call into the offices on Friday before 4.00pm to collect the key. You will need to return the key on the Monday.

A £15 returnable cash deposit will be required for the key.

Bookings cannot be taken for some Fridays or Sunday evenings due to services in the Chapel. Foresters Hall is **not** suitable for adult parties or discos and hire of the hall finishes at 9.00pm.

Useful information for Civic Centre Bookings

The use of a wall-mounted digital smart screen and projector, if required, is included in all room hire charges – please advise at time of booking.

General hire of equipment		Weald Hall equipment hire only	
• Charged per item when ordered with rooms booked on an hourly rate.		Full stage (7.3m x 5.49m)	£19.30
		Half stage (7.3m x 3.65m)	£9.65
Flip Chart (with pens)	£5.10	Stage lights (first night)	£18.30
Laptop	£5.10	Stage lights (subsequent nights)	£12.20
NoBo display boards (Velcro Fastenings)	£3.05	Piano	£12.20
Lectern	£10.15	PA system + one microphone	£14.20
TV and DVD player	£6.60	Standard microphone	£3.05
		Radio microphone	£9.15
		Lapel Microphone	£9.15
		Wheelchair lift to the stage	FREE
		Induction loop (requires PA)	FREE

Parties

All parties will be considered on merit and may be subject to additional terms and conditions including:

- A responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
- An ID system to be specified to prevent under-18s from buying alcohol at the bar

Please note that we do not host 18th birthday parties.

Hirers are not permitted to bring their own catering or refreshments unless by prior arrangement/authorisation by the management.