

Worcestershire County Council

Library and Information Service

HIRE CHARGES FOR ROOMS AND EQUIPMENT

Room Hire

Full rates (per hour or part of an hour)

	Summer 1 May – 30 Sep	Winter 1 Oct – 30 Apr
Large room (accommodates 10 people or more)	£13.00	£14.00
Small Room (accommodates less than 10 people)	£10.00	£11.00

Concessionary rate (per hour) to apply to non-profit making activities – 50% of above.

Activities promoting the work of the Libraries Department – Free

Direct costs attributable to the letting to be in addition to the above. Staff costs outside normal working hours of caretaker or other staff assessed for current year at the rate of £8.00 per hour. Please check with the venue if these charges are payable.

Commercial organisations using the premises in connection with a profit-making business may be charged an additional fee dependent on the circumstances at the discretion of the Head of Cultural Services.

All activities of commercial organisations and profit making activities of non-profit making bodies attract the full rate.

Hire of equipment – per session (depending on availability)

- Projector (including OHP)	£ 6.50
- Screen	£ 3.00
- TV and video recorder	£14.00
- Music Centre, tape recorder etc	£ 7.50
- Flip Chart	£ 2.50
- Interactive White Board (Malvern)	£10.00
- Piano (Kidderminster)	£65.00 + tuning

All wishing to hire library premises or equipment will be asked to sign and agree to the standard list of terms and condition.

All prices include VAT where applicable.

Revised wef 01/04/2007