

## **CASTLE POINT BOROUGH COUNCIL**

## SCHEDULE OF FEES AND CHARGES 2025/26

COMMUNITY HALLS PEAK: Fridays and Saturday evenings hire from 6.00 p.m. and Bank Holidays, Christmas Eve, New Years' Eve  OFF PEAK: All other times  N.B. Minimum 3 hour hire during peak period *All bookings which include Wedding services (ceremonies, receptions etc.) are subject to a standard VAT rate.*	VAT rate	Charges 2025/26 exclusive of VAT	Charges 2025/26
Paddocks Main Hall and Stage			
Peak - Hourly Rate Evenings (Friday and Saturday evenings)	E*S	£58.10	£69.72
Off Peak – Hourly Rate All other periods	E*S	£29.10	£34.92
Full day hire 9.00 a.m 6.00 p.m. (9 hours) (Any day)	E*S	£232.80	£279.36
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Peak - Friday & Saturday evenings, Bank Holidays, Christmas Eve, New Year's Eve Extra hour until 1am Off peak - All other evenings Extra hour until 1am	E*S E*S E*S E*S	£348.60 £58.10 £174.60 £29.10	£418.32 £69.72 £209.52 £34.92
All day/evening hire 9.00 a.m midnight (15 hours) Peak Off Peak	E*S E*S	£523.30 £378.30	£627.96 £453.96

Paddocks Hall 2			
Peak - Hourly Rate Evenings (Friday and Saturday evenings)	E*S	£36.00	£43.20
Off Peak – Hourly Rate All other periods	E*S	£24.50	£29.40
Full day hire 9.00 a.m 6.00 p.m. (9 hours) (Any day)	E*S	£196.00	£235.20
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Peak - Friday & Saturday evenings Extra hour until 1am Off peak - All other evenings Extra hour until 1am	E*S E*S E*S E*S	£216.00 £36.00 £147.00 £24.50	£259.20 £43.20 £176.40 £29.40
All day/evening hire 9.00 a.m midnight (15 hours) Peak (Friday and Saturday Evenings) Off Peak	E*S E*S	£412.00 £318.50	£494.40 £382.20
Paddocks Hall 3			
Hourly Rate Anytime	E*S	£21.50	£25.80
Full day hire 9.00 a.m6.00 p.m. (9 hours) Anytime	E*S	£170.00	£204.00
Evening Hire 6.00 p.m. – midnight (6 hours) optional access from 5pm to set up venue Anytime Extra hour	E*S E*S	£127.00 £21.50	£152.40 £25.80
All day/evening hire 9.00 a.m midnight (15 hours) Anytime Extra hour	E*S E*S	£277.00 £21.50	£332.40 £25.80
Paddocks Civic Room			
Hourly Rate (Anytime)	E*S	£10.00	£12.00
Runnymede Main Hall and Stage			
Peak - Hourly Rate Evenings (Friday and Saturday evenings)	E*S	£58.10	£69.72
Off Peak – Hourly Rate All other periods	E*S	£29.10	£34.92

Full day hire 9.00 a.m 6.00 p.m. (9 hours) (Any day)	E*S	£232.80	£279.36
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Peak - Friday & Saturday evenings, Bank Holidays, Christmas Eve, New Year's Eve Extra hour until 1am Off peak - All other evenings Extra hour until 1am	E*S E*S E*S E*S	£348.60 £58.10 £174.60 £29.10	£418.32 £69.72 £209.52 £34.92
All day/evening hire 9.00 a.m midnight (15 hours) Peak Off Peak	E*S E*S	£523.30 £378.30	£627.96 £453.96
Wedding room fees	E*S	£397.00	£476.40
Runnymede Small Hall (including East Room) or Runnymede Foyer and Lounge			
Hourly Rate Anytime	E*S	£21.50	£25.80
Full day hire 9.00 a.m6.00 p.m. (9 hours) Anytime	E*S	£170.00	£204.00
Evening Hire 6.00 p.m. – midnight (6 hours) with optional access from 5pm to set up venue Anytime Extra hour	E*S E*S	£127.00 £21.50	£152.40 £25.80
All day/evening hire 9.00 a.m midnight (15 hours) Anytime Extra hour	E*S E*S	£277.00 £21.50	£332.40 £25.80
Wedding room fees	E*S	£397.00	£476.40
KING GEORGE V HALL			
Hourly rate (any time)	E*S	£21.50	£25.80

Woodside Hall	E*S	£36.00	£43.20
Peak - Hourly Rate	E*S	£21.50	£25.80
Peak (Friday and Saturday Evenings) Off Peak	E*S	£170.00	£204.00
Full day hire 9.00 a.m6.00 p.m. (9 hours) Off Peak	E*S E*S	£216.00 £36.00	£259.20 £43.20
Evening Hire 6.00 p.m. – midnight (6 hours) optional access from 5pm to set up venue Peak	E*S E*S	£127.00 £21.50	£152.40 £25.80
Extra Hour Peak Off Peak Extra Hour Off Peak	E*S E*S	£412.00 £295.00	£494.40 £354.00
All day/evening hire 9.00 a.m midnight (15 hours) Peak (Friday and Saturday Evenings) Off Peak			

COMMUNITY HALLS - SETTING UP CHARGES				
	VAT rate	Charge 2025/26 exclusive of VAT	Charge 2025/26 inclusive of VAT	
Staging and or/ 10+ Tables and 75+	Е			
chairs		£70.00	£70.00	
5-9 Tables and 35-74 chairs	Е	£43.00	£43.00	
4 or less tables and less than 34	Е			
chairs		£21.00	£21.00	
STORAGE				
Floor to Ceiling Cupboard per month	S	£34.50	£41.40	
Kitchen Cupboard per month	S	£8.50	£10.20	
Waste Removal (Max 30 bags)	E	£44.00	£44.00	