

Upstairs @ The Birchcliffe

HIRE CHARGES, from 01/02/2017

ALL FIGURES INCLUDE VAT

When?		Stage as Meeting Room	Main Hall	Mezzanine	Entire space
Mon - Fri	Half day 9 - 1 or 1 - 5	£60	£80	£50	£150
Sat, Sun	Half day 9 - 1 or 1 - 5	£80	£100	£60	£195
Mon - Fri	Daytime 9 - 5	£100	£140	£80	£265
Sat, Sun	Daytime 9 - 5	£125	£175	£100	£325
Sun - Thurs	Evening 5 - 11	£60	£85	£60	£185
Fri, Sat	Evening 5 - 11	£110	£130	£80	£280
Mon - Thurs	Whole day 9am - 11pm	£150	£180	£110	£400
Fri & Sun	Whole day 9am - 11pm	£180	£210	£110	£475
Saturday	Whole day 9am - 11pm	£210	£250	£125	£550
By the hour, 2 hours minimum		£25	£30	£20	£60
Returnable Damage / Key / Cleaning Deposit		£50	£50	£50	£75

Kitchen space available to all bookings - bring own tea/coffee etc at no extra cost OR provided at £10 per 10 persons (inc. biscuits) per tea break.

25% reduction charges available for charity / not-for-profit or regular events at discretion of Pennine Heritage Ltd.

At time of booking a 50% deposit will be required to secure the spaces required.

No less than 6 weeks before the booking the remaining 50% of the fee will be required, along with a damage/cleaning/key deposit as above.

New hirers (or their designated 'responsible adult') must visit the Birchcliffe Centre and make themselves known to the Admin staff during the week before the booking to familiarise themselves with the relevant procedures for entry/exit and emergencies.

A Post-event cleaning service is available at an extra charge of £12 per hour (incl VAT) by agreement

Cancellation Charges

When a Hirer cancels a booking, the following charges will be payable:

6 weeks or less = 100% of total charge

3 months to 6 weeks = 50% of total charge

6 months to 3 months = 25% of total charge

6 months plus = 10% of total charge