



## HERTFORD TOWN COUNCIL

### MILL BRIDGE ROOM RATES

April 2017 – March 2018

	Private Booking	10% Charity Booking Discount
<b>Monday–Friday</b> 9am-6pm	£15.00 per hour	£13.50 per hour
<b>Monday - Friday</b> 6pm-10pm	£17.00 per hour	£15.30 per hour
<b>Weekends &amp; Bank Holidays</b>	£22.50 per hour	£20.25 per hour
<b>Full day rate Weekdays</b> 9am-6pm	£130.00	£117.00
<b>Full day rate Weekends</b> 9am–6pm	£175.00	£157.50

Hertford Town Council recommends that clients view the premises prior to hiring the venue.  
Viewings are made by appointment only and available Monday – Friday 9am – 4.30pm.

A non-refundable deposit of 20% is required to secure the booking.  
(Full payment of the booking is required within 28 days)

A non-refundable deposit of 20% is required for a series of bookings made at the same time.

A completed booking form and cheque made payable to ‘Hertford Town Council’ must be received to secure and confirm any provisional booking.

Provisional bookings can only be held for 14 days.

**Please note the following additional information:**

All guests must depart by 10pm.

As per our Terms & Conditions, a bond of £100, paid in cash or cheque, is required as a damage waiver by the time of final payment. This will be returned upon satisfactory inspection of the rooms.

The venue must be left clean and tidy ready for the next user.

All electrical equipment brought into the building must be PAT tested and all necessary insurances certificated.

Trestle tables and chairs are available and included in the room hire.

‘Pay and Display’ car parks are within walking distance in St Andrew Street and Gascoyne Way.