



HERTFORD TOWN COUNCIL

The Millbridge Rooms

	April 2023 – March 2024 Private Booking Prices	April 2023 – March 2024 10% Charity Booking Discount
Monday – Friday 9am – 5pm	£17.50 per hour	£15.75 per hour
Monday – Friday 5pm – 10pm	£18.00 per hour	£16.20 per hour
Weekends & Bank Holiday	£27.50 per hour	£25.00 per hour
Full Day Rate Weekdays 9am – 6pm	£130.00	£117.00
Full Day Rate Weekends 9am – 6pm	£220.00	£200.00

Weekend Hire is a minimum of a 4-hour booking

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 payment to 'Hertford Town Council', by cheque, card, or BACS 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 Damage Bond of £100, paid by cheque or BACS, is required 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.

Email: customerservices@hertford.gov.uk Telephone: 01992 552885

Website: www.hertford.gov.uk