



The Mill Bridge Rooms – Venue Hire Prices

	April 2024 – March 2025 Private Booking Prices	April 2024 – March 2025 10% Charity Booking Discount
Monday – Friday 9am – 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 hire
- 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 completed booking form and payment to ‘Hertford Town Council’, by 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 and hirers must depart by 10pm.
- As per our Terms & Conditions, a Damage Bond of £100, paid by card 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 used within building must be PAT tested and all necessary insurances certificated.
- Trestle tables and chairs are available and included in the room hire.
- Sustainable Travel Links
<https://www.intalink.org.uk/plan-your-journey>
<https://www.cyclestreets.net/#>
<https://www.greateranqlia.co.uk/>
<https://www.greatnorthernrail.com/travel-information/plan-your-journey/>
- ‘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