

Current Littlehampton Town Council - Manor House Room Hire Fees 2024 to 2025

	SECTOR USERS		VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
NEW MILLENNIUM CHAMBER				
Weekdays				
09:00 to 17:00 hrs per hour*	£37.50	£45.00	£28.60	£34.32
after 17:00hrs per hour*	£61.80	£74.16	£50.30	£60.36
Saturdays				
09:00 to 17:00 hrs per hour*	£49.70	£59.64	£37.60	£45.12
after 17:00hrs per hour*	£73.90	£88.68	£61.80	£74.16
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£61.80	£74.16	£38.00	£45.60
after 17:00hrs per hour*	£98.60	£118.32	£61.80	£74.16
FLEMING & GLADDEN ROOMS				
Weekdays				
09:00 to 17:00 hrs per hour*	£19.30	£23.16	£15.50	£18.60
after 17:00hrs per hour*	£27.40	£32.88	£22.50	£27.00
Saturdays				
09:00 to 17:00 hrs per hour*	£29.00	£34.80	£23.20	£27.84
after 17:00hrs per hour*	£41.10	£49.32	£33.70	£40.44
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£38.70	£46.44	£30.90	£37.08
after 17:00 hrs per hour*	£54.90	£65.88	£45.00	£54.00
Refreshments **				
Flask Coffee – 16 cups	£15.20	£18.24	£15.20	£18.24
Flask Tea – 16 cups	£12.60	£15.12	£12.60	£15.12
Tea, coffee, biscuits – per cup	£2.60	£3.12	£2.60	£3.12
Crockery	£12.60	£15.12	£12.60	£15.12
Equipment **				
Screen	£6.80	£8.16	£6.80	£8.16
Powerpoint Projector Screen	£12.60	£15.12	£12.60	£15.12
Flip Chart - pens and paper	£6.30	£7.56	£6.30	£7.56
Laptop	£18.90	£22.68	£18.90	£22.68
PA System – NMC only	£12.00	£14.40	£12.00	£14.40
All Equipment	£46.70	£56.04	£46.70	£56.04
WEDDINGS				
Weekdays		£606.40		
Saturdays		£664.10		
Sundays and Bank holidays		£693.00		

*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.

From 1 April 2024 to 31 March 2025

** 5% increase rounded up to the nearest 10p.