

Proposed 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*	£39.40	£47.28	£30.00	£36.00
after 17:00hrs per hour*	£64.90	£77.88	£52.80	£63.36
Saturdays				
09:00 to 17:00 hrs per hour*	£52.20	£62.64	£39.50	£47.40
after 17:00hrs per hour*	£77.60	£93.11	£64.90	£77.88
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£64.90	£77.88	£39.90	£47.88
after 17:00hrs per hour*	£103.50	£124.20	£64.90	£77.88
FLEMING & GLADDEN ROOMS				
Weekdays				
09:00 to 17:00 hrs per hour*	£20.30	£24.36	£16.30	£19.56
after 17:00hrs per hour*	£28.80	£34.56	£23.60	£28.32
Saturdays				
09:00 to 17:00 hrs per hour*	£30.40	£36.48	£24.40	£29.28
after 17:00hrs per hour*	£43.20	£51.84	£35.40	£42.48
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£40.60	£48.72	£32.40	£38.88
after 17:00 hrs per hour*	£57.60	£69.12	£47.20	£56.64
Refreshments **				
Flask Coffee – 16 cups	£16.00	£19.20	£16.00	£19.20
Flask Tea – 16 cups	£13.20	£15.84	£13.20	£15.84
Tea, coffee, biscuits – per cup	£2.70	£3.24	£2.70	£3.24
Crockery	£13.20	£15.84	£13.20	£15.84
Equipment **				
Screen	£7.10	£8.52	£7.10	£8.52
Powerpoint Projector Screen	£13.20	£15.84	£13.20	£15.84
Flip Chart - pens and paper	£6.60	£7.92	£6.60	£7.92
Laptop	£19.80	£23.76	£19.80	£23.76
PA System – NMC only	£12.60	£15.12	£12.60	£15.12
All Equipment	£49.00	£58.80	£49.00	£58.80
Weddings				
Weekdays		£636.70		
Saturdays		£697.30		
Sundays and Bank holidays		£727.60		
Pre/Post Ceremony Celebration Package				
Weekdays per hour		£150.00		
Saturdays per hour		£200.00		
Sundays and Bank holidays per hour		£250.00		

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

Proposed From 1 April 2025 to 31 March 2026

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