



Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB

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**Report on Fees & Charges at Poynton Civic Hall 2026-2027**

**Room Rates – including vat.**

Room	Loyalty*	Code	Standard	Code	Commercial**	Code
Main Hall	£23.50	A003MH	£26.00	A001MH	£31.00	A002MH
Chamber	£18.30	CC23-LOY	£20.20	CC23-STD	£24.00	CC23-COM
Blue	£12.15	BR03	£13.50	BR01	£16.20	BR02
Red	£12.15	RR03	£13.50	RR01	£16.20	RR02
Green	£12.15	GR03	£13.50	GR01	£16.20	GR02
Plum/CAB/ White		CAB23-STD	£10.00			

\*Loyalty rates apply after 20 bookings paid at standard rates, in any rolling calendar year. Loyalty rates are not available on commercial rate or CAB/White room bookings

\*\* Commercial rates are for local authorities, public bodies and large organisations

**Room Rates Include:**

- Free standard room set up and use of Hirer’s kitchen facilities.
- The use of pre-booked projectors, whiteboards or flip chart stands. (TV screen in hall)
- Free use of wi-fi
- Free 15 minutes before the hire to set up the room and 15 minutes following the hire to enable equipment removal.

**Exclusive Hire**

- For larger events the Civic Hall can be hired exclusively, i.e. no other hirers present in the building. This can be arranged on request direct from the hirer or by suggestion from the Council.
- The exclusive hire formula is the total of the total hours requested in all room at standard rates divided by 50%.
- (Exception – Loyalty rates will be used in the formula for Gilbert & Sullivan (historic agreement) and any regular hirer who qualifies for loyalty rates. Similarly, commercial rates will be charged where applicable)

**Video Conferencing Equipment in the Chamber**

To hire the video conferencing equipment - session fee £10 plus Vat (in addition to room hire)

**Refreshments**

Tea & coffee (free refills) £1.75 plus vat per person

## Staff Rates

Employed members of staff are entitled to staff rates on room hire for hobby groups/party room hire etc. This is not transferable to friends and family and does not include Councillors! Staff Rates are loyalty rates plus a further 10% discount.

## Cleaning Charge

A light cleaning charge of £24 will be charged if food is being provided/served.

**Deposit and Damage incurred fees** – for events, celebrations & parties serving cold food (as defined in the hirers pack )and/or are booked in under exclusive use or using more than one room.

A refundable damage deposit of £250 will be added to the hirer's invoices – on top of any room hire charges which must be paid before the event.

After the event an inspection of the building will be carried out and if there is any damage, it will be photographed and logged and an invoice will be raised, itemising the damage. The total will be deducted from the deposit and the balance (if any) repaid to the hirer.

Example Fees are as follows: (All fees quoted inclusive of vat)

- Carpet cleaning required £36 per room
- Upholstery cleaning required £24 per chair
- Damage to walls, from sticky tape or such like £24 per area
- Damage to hall floor and any other damage to fixtures and fittings
- or multiple problems found– amount dependent on extent of damage.
- Rubbish left on site £100

## Reception Charges

### Photocopying – including vat.

A4 Black & White (PLU 1)	£0.20p per side (Library 30p)
A3 Black & White (PLU 2)	£0.40p per side (Library 60p)
A4 Colour (PLU3)	£0.75p per side (Library £1)
A3 Colour (PLU4)	£1.50p per side (Library £2)

No printing from memory sticks or emails etc

### Poynton Easy Access Scheme (PEAS) – including vat.

(No working mobility scooters available)

Wheelchair hire – half day (PLU8)	£ 2.00
Wheelchair hire – full day (PLU9)	£ 4.00
Wheelchair hire – one week (PLU10)	£10.00

### Booklet (Map) Sales – No vat

All parish path maps (PLU5)	£1.00
Individual walks (PLU6)	£0.50
Pack of 8 walks (PLU7)	£3.00

### Miscellaneous Charges including vat.

Two day hire

Gazebo 3m x3m	£5.00
Bistro Table + 4 Chairs – up to 4 sets	£10.00
Bistro Table + 4 Chairs – up to 8 sets	£15.00
Walkie Talkies 13 rechargeable sets	£30.00

## Allotments- no vat

Since 2014 the cost of the allotments has been 0.32p per square metre. No profit is made on the allotment charges and rent is just used to cover costs.

Deposit at beginning of tenancy	Two years rental*
Cost per square metre per annum	£ 0.32p
Annual membership of Coppice Road Allotment Association (CRAA)	£10.00

\*refunded at the end of the tenancy if the plot is in a reasonable state of cultivation and condition.