

Venue Hire

Regular and Commercial Bookings

Equipment

Fixed Equipment:	FREE
Additional Laptop / TV & DVD / PA system /Projector:	Cost per item: £5.00 half day/£10 whole day plus VAT
Flipchart stand with integral whiteboard:	FREE
Flipchart Pad:	Cost per pad £5.00 plus VAT

Out of Hours & Sunday Bookings

Out of hours bookings on a Saturday afternoon and Sunday will be subject to an additional booking charge to cover staffing, rates to be discussed on booking. A separate rate sheet is available, staff capacity needed is assessed after a booking form is received.

Catering & Refreshments

Catering can be provided for some bookings. Please ask for further information.

In rooms with a tea point; the provision of hot and cold water and use of crockery and cutlery is included in the room rate. **It is the responsibility of the hirer to clear away, wash up and leave as found.*

VAT

VAT is charged at standard rate.

Hire Charges

Regular hirers will be invoiced monthly in arrears. One off bookings can be invoiced or paid by cash or card in the Centre prior to the booking. Charges are made pro rata on an hourly rate from the time access is required to set up to the time the area is cleared after use.

Liability Insurance

All hirers must have insurance to cover their activity for up to £10 million. A Current and adequate certificate must be provided with the booking form.

Contact Details

Email Clayfarmcentre@cambridge.gov.uk or telephone 01223 457232

Hire Charges 2022-23 (Per Hour)

	Band C – Local Community Use			Band B – Organisations & Citywide		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Eva Hartree Hall (All)	£14.20	£2.84	£17.04	£21.78	£4.36	£26.14
Eva Hartree Hall (Sect. A)	£13.27	£2.65	£15.92	£20.30	£4.06	£24.36
Eva Hartree Hall (Sect. B)	£11.87	£2.37	£14.24	£18.21	£3.64	£21.85
Tillie Cuthbert Room & Garden	£11.87	£2.37	£14.24	£18.21	£3.64	£21.85
Baker Studio	£11.87	£2.37	£14.24	£18.21	£3.64	£21.85
Byron & Chaplen Rooms	£11.87	£2.37	£14.24	£18.21	£3.64	£21.85
Byron Room	£8.89	£1.78	£10.67	£13.67	£2.73	£16.40
Chaplen Room	£8.30	£1.66	£9.96	£12.75	£2.55	£15.30
Millicent Fawcett Room	£8.30	£1.66	£9.96	£12.75	£2.55	£15.30
Circulation Areas	£14.20	£2.84	£17.04	£21.78	£4.36	£26.14
	Band A2 - Classes			Band A1 - Commercial		
	Before VAT	VAT	Total Inc. VAT	Before VAT	VAT	Total Inc. VAT
Eva Hartree Hall (All)	£29.93	£5.99	£35.92	£39.58	£7.92	£47.50
Eva Hartree Hall (Sect. A)	£27.95	£5.59	£33.54	£36.98	£7.40	£44.38
Eva Hartree Hall (Sect. B)	£24.89	£4.98	£29.87	£33.00	£6.60	£39.60
Tillie Cuthbert Room & Garden	£24.89	£4.98	£29.87	£33.00	£6.60	£39.60
Baker Studio	£24.89	£4.98	£29.87	£33.00	£6.60	£39.60
Byron & Chaplen Rooms	£24.89	£4.98	£29.87	£33.00	£6.60	£39.60
Byron Room	£21.98	£4.39	£26.37	£24.73	£4.95	£29.68
Chaplen Room	£17.44	£3.49	£20.93	£23.15	£4.63	£27.78
Millicent Fawcett Room	£17.44	£3.49	£20.93	£23.15	£4.63	£27.78
Circulation Areas	£29.93	£5.99	£35.92	£39.58	£7.92	£47.50

- Band A1 For bookings made by for profit organisations not meeting the criteria for lower bands.
- Band A2 Classes that charge participants for the purposes of making profit.
- Band B Citywide – this rate is for all organisations and activities where the majority of their members live outside the Trumpington area.
Organisations – Examples include statutory organisations such as City Council, Churches, Charities and NHS.
- Band C This is for local community groups where the majority (50% or more) of their members live inside the Trumpington area.

Banding is assessed at the Centre administrator's/manager's discretion after a booking form has been received.