



The  
Clay Farm  
Centre

# Venue Hire

## Private parties and other one-off 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 are subject to an additional booking charge to cover staffing. The rates below allow for 1 member of staff, upon receipt of a booking form we assess how many staff are needed to meet health and safety requirements, each additional staff member is charged at £18 an hour.

### Catering & Refreshments

Catering can be provided with 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.

### Payment

One off private bookings, for example birthday parties, are payable 48 Hours in advance, in the Centre, by cash or card. Bookings by Organisations may be invoiced, please discuss at the time of 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.

### Contact Details

Email [Clayfarmcentre@cambridge.gov.uk](mailto:Clayfarmcentre@cambridge.gov.uk) or telephone 01223 457232

## Hire Charges 2022-23 (Per Hour)

	Band C – Local Community Use		Band B – Organisations & Citywide	
	Weekdays 9am - 10pm & Saturdays 9am - 1pm	Saturdays from 1pm and all day on Sundays	Weekdays 9am - 10pm & Saturdays 9am - 1pm	Saturdays from 1pm and all day on Sundays
Eva Hartree Hall (All)	£18.06	£36.06	£27.70	£45.70
Eva Hartree Hall (Sect. A)	£16.88	£34.88	£25.82	£43.82
Eva Hartree Hall (Sect. B)	£15.10	£33.10	£23.16	£41.16
Tillie Cuthbert Room & Garden	£15.10	£33.10	£23.16	£41.16
Baker Studio	£15.10	£33.10	£23.16	£41.16
Byron & Chaplen Rooms	£15.10	£33.10	£23.16	£41.16
Byron Room	£11.31	£29.31	£17.39	£35.39
Chaplen Room	£10.56	£28.56	£16.22	£34.22
Millicent Fawcett Room	£10.56	£28.56	£16.22	£34.22
Circulation Areas	£18.06	£36.06	£27.70	£45.70

All prices are inclusive of VAT and Hirers Liability Insurance.

**Band B** Citywide – this rate is for all organisations and activities where the majority of their members live outside the Trumpington area and for private party bookings for non-Trumpington residents  
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 and for private party bookings for Trumpington residents.

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