

Queens Hall Information

Last Updated Thursday, 18 February 2010

The Queens Hall is a large community hall located at the top of the High Street. Ideal for dances, wedding receptions, childrens parties and for commerical hire.

Facilities include:

Main Hall approx 20m x 8m

Kitchen Facilities

Stage

Licensed Bar

Changing Rooms

Disabled Toilet

Limited Car Park

Duty Caretaker

{tab=Queens Hall Price Structure}

QUEENS HALL, CHIPPING HILL, HALSTEAD, CO9 2BY

SCALE OF CHARGES FROM APRIL 2007

Category A

Commercial hirers (any hirer who's function is conducted for gain or reward for the benefit of the hirer or other commercial group). £ 30.00 per hour

Category B (i)

Non commercial hirers – Wedding Receptions and Private Parties. £ 19.00 per hour

Category B (ii)

Hirers whose function is for the benefit of a Voluntary Organisation, Public Body meeting etc.

Monday to Thursday inclusive £ 13.00 per hour

Friday to Sunday inclusive £ 17.00 per hour

Category C

Charitable Rate For Fund Raising Events: £ 11.00 per hour

Category D:

Special rates approved by the Council on an individual basis for hiring's where special circumstances prevail.

A DAMAGE DEPOSIT OF AT LEAST £100 IS REQUIRED FOR ALL BOOKINGS UNLESS OTHERWISE AGREED. A MOBILE PHONE CAN BE PROVIDED FOR USE DURING YOUR FUNCTION AT AN ADDITIONAL DEPOSIT OF £ 20.00 (SEE BOOKING FORM FOR DETAILS.)

Bands/Disco

If your function includes the provision of a band or disco please ensure that the time booked includes sufficient setting up and clearing up time. Overrunning your booking time may result in the loss of your deposit. (See * penalty charge on booking form) The hirer must remain on the premises until the hall is handed over to the caretaker.

Regular Bookings Discounts.

For groups wishing to make a regular booking of the hall the above categories will be applied subject to certain discounts. If you are booking 5 or more dates at one time then please ask for further information. Any discounts must be agreed in advance and approved in writing by the Town Clerk.

Important Note - Use of Door Staff.

Please note that if you intend to use a person, or persons, in the capacity of door staff for your function, under the Local Government (Miscellaneous Provisions) Act 1982 they must be fully registered under the District Council Door Registration Scheme. The Town Council advise that if this regulation is not complied with you will run the risk of your function being cancelled without refund.

{tab=Queens Hall Images}

{gallery}queens_hall{/gallery}

{tab=Booking Details}

Thank you for your interest in the Queens Hall, please download the form below and print it out in order to return to:

Finance Officer

Halstead Town Council

Mill House

The Causeway

Halstead

CO9 1ET

Please indicate whether or not a bar will be required and the relevant application form will be sent to you with confirmation of your booking.

Form:

Booking Form

{/tabs}