

# BRIGHTHELM HIRE CHARGES 2018

These prices come into effect for all confirmed bookings after 1st January 2018.

## ROOM/SPACE HIRE PRICES (NO VAT)

<b>CLERMONT</b> .....	<b>£ 16.00</b>	Per Hour
<b>CLIFTON*</b> .....	<b>£ 18.00</b>	Per Hour
<b>PELHAM*</b> .....	<b>£ 27.00</b>	Per Hour
<b>ROOF ROOM*</b> .....	<b>£ 21.00</b>	Per Hour
<b>STANMER*</b> .....	<b>£ 30.00</b>	Per Hour
<b>HANOVER*</b> .....	<b>£ 47.00</b>	Per Hour
<b>CAFE</b> .....	<b>£ 37.00</b>	Per Hour
<b>KITCHEN</b> (By Special Arrangement Only).....	<b>£ 50.00</b>	Per Hour
<b>KITCHEN&amp;CAFE</b> .....	<b>£ 75.00</b>	Per Hour
<b>ACTIVITIES HALL</b> .....	<b>£ 26.00</b>	Per Hour
<b>DRESSING ROOMS</b> Male&Female (Only hired with Auditorium or ..... Activities Hall)	<b>£ 30.00</b>	One off charge
<b>AUDITORIUM</b> .....	<b>£ 60.00</b>	Per Hour
<b>AUDITORIUM COMMUNITY*</b> ..... (Mon - Thurs after 5pm only - max 50 chairs + 5 tables)	<b>£ 50.00</b>	Per Hour
*Clear Room no set up or Equipment booking allowed.		
<b>GARDEN</b> .....	<b>£ 160.00</b>	per Day (8 hours)
	<b>£ 90.00</b>	per Half Day (4 hours)

## ROOM HIRE INCLUDES:

- Room hire now includes Free Projector/TV and Screen where fitted.
- Layout/Set Up by our staff.
- Speakers/Sound Bar (Hanover, Stanmer and Pelham rooms only).
- HDMI and VGA Cables and converters on request.
- One Power Extension Cable.
- 15 minutes of Technical Assistance for set up.
- FREE Wi-Fi/High Speed Internet Access.
- 20% Discount for delegates in the Bright Now Café on-site.

## ROOM HIRE DOES NOT INCLUDE:

- Further Technical Assistance charged at £5+VAT per 15 minutes minimum if requested.
- Equipment other than listed above.

## ROOM HIRE NOTES:

- All room hire is charged for a minimum of 1 hour hire; then charged per 30 mins.
- Please allow enough time to set up and clear the room with your booking.
- Entry to the room will only be given 5 minutes before your rental period begins.
- Any room hire prior or after the confirmed booking times will be charged.

## EXTRA CHARGES (PRICE EXCLUDING VAT WHERE APPLICABLE)

<b>Late Hire Fee Monday-Saturday after 10pm</b> .....	<b>£30.00</b>	per hour
<b>Late Hire Fee Sunday after 9pm</b> .....	<b>£20.00</b>	per hour
<b>Technical Support Staff</b> .....	<b>£20.00</b>	per hour
<b>General Staff Member</b> (if required during own alcohol serving). .....	<b>£10.00</b>	per hour
<b>Outside Catering Room-Clear Up Charge</b> (Clifton, Clermont, Roof). .....	<b>£15.00</b>	per room/space
<b>Outside Catering Room-Clear Up Charge ALL other rooms and spaces.</b> .....	<b>£30.00</b>	per room/space
<b>Failure to return room key</b> (If not returned within seven days of booking). .....	<b>£15.00</b>	per key
<b>Large Urn 1 x 20Ltr for up to 100 persons</b> (Water Only and refillable)*.....	<b>£25.00</b>	*Auditorium only

PAID BAR FEE INC TENS APPLICATION (Price excl.VAT).....	£375
EVENT DOORPERSONS/SECURITY.....	POA

## EQUIPMENT CHARGES (PRICE EXCLUDING VAT)

<b>Portable Projector</b> .....	<b>£20.00</b>	Per item
<b>Laptop</b> .....	<b>£15.00</b>	Per item
<b>Blu-ray/DVD Player</b> .....	<b>£15.00</b>	Per item
<b>Flipchart and pen</b> .....	<b>£9.00</b>	Per item
<b>Display Boards</b> .....	<b>£5.00</b>	Per item
<b>Extra Power Extension Cables</b> .....	<b>£3.00</b>	Per item

## AUDITORIUM EQUIPMENT PACKAGES (PRICE EXCLUDING VAT)

### Meeting-Conference Set Up

<b>Equipment</b> .....	<b>Audi A</b>	<b>Audi B</b>
16ch PA .....	✓	✓
Wired Lectern Microphone .....	✓	✓
Technical Support* .....	15 Min.Setup	15 Min.Setup
Radio Microphones .....	2	4
Table Conference Microphones .....	x	6
Central Projector + Screen .....	✓	✓
Side Projectors .....	x	✓
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New Price Half Day (4 Hours) .....	£35.00	£55.00
New Price Full Day (8 Hours) .....	£60.00	£90.00

### Church Service

Equipment	
16ch PA .....	✓
Central Projector + Screen .....	✓
Technical Support* .....	2h weekday one off initial training
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Per Service Price .....	£20.00

## Performance

Equipment .....	Performance Basic	Performance Full Show
16ch PA .....	√	POA
32ch PA.....	x	
Microphones .....	10 from stock+2dis	
Sound Technical Support* .....	4 Hours	
Side Projectors .....	x	
Fixed Lighting Display .....	√	
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Price .....	£145.00	

\* Full Event Technical Support POA

## CATERING CHARGES

Prices per person/serving excluding VAT.  
See our catering menu leaflet for full details.

### Catering Packages

<b>Bronze Menu</b> .....	<b>£5.95</b>
<b>Sliver Menu</b> .....	<b>£7.95</b>
<b>Gold Menu</b> .....	<b>£9.95</b>
<b>Hot/Cold Buffets/Special Request</b> .....	<b>POA</b>

### Beverage Packages

<b>Bronze Beverage</b> (mixed & fruit teas, filter coffee, milk, sugar) .....	<b>£1.25</b>
<b>Silver Beverage</b> (mixed & fruit teas, filter coffee, milk, sugar and biscuits) .....	<b>£1.95</b>
<b>Gold Beverage</b> (mixed & fruit teas, filter coffee, milk, sugar and cake/pastries) .....	<b>£2.95</b>

### Airpot-Urn Drinks

Price per hire excluding VAT - non-refillable

<b>Airpots 1 x 3Ltr for up to 15 servings</b> (standard tea, coffee sticks, milk, and sugar) .....	<b>£10.00</b>
<b>Airpots 3 x 3Ltr for up to 45 servings</b> (standard tea, coffee sticks, milk, and sugar) .....	<b>£25.00</b>
<b>Urn 1 x 20Ltr for up to 100 persons</b> (standard tea, coffee sticks, milk, and sugar) .....	<b>£40.00</b>

## CATERING NOTES:

Tap drinking water is included free of charge on request.

Filter Coffee, Mixed & Fruit Teas, Biscuits, Cake and Pastries are not available with Airpot-Urn Orders.

Brighthelm does not allow you to bring your own kettles or water heating appliances.

Catering NOT supplied by Brighthelm will be subject to the room clearing charge above.

## CAR PARKING

**Limited Paid Car Parking is available at Brighthelm please enquire when making your booking.**

Prices start at £6.00+Vat per 4-hour session.

Key: POA= Price on Application.