

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting																	
MEETING DATE AND TIME	7th May 2026	LOCATION	Congleton Town Hall															
REPORT FROM	Town Hall Manager – Mark Worthington																	
AGENDA ITEM REPORT TITLE	8.1 Review of Town Hall Hire Charges 2026/27																	
Background	A review of Town Hall Hire Charges was last carried out in January 2025. CTC policy is to review the pricing structure annually. Existing hire charges and recommended changes are highlighted in Appendices I,ii,iii,iv.																	
Update	<p>Three pricing categories are used when hiring rooms at the Town Hall:</p> <p>1. Private. 2 Corporate 3. Charities, voluntary organisations, and health & wellbeing activities.</p> <p>All price categories include the caveat that a premium of 100% will be charged on top of the standard rate for room hire bookings on New Year’s Eve, Christmas Eve, and all Bank Holidays.</p> <p>The chart below shows the number of bookings per room comparing 2024-2025 & 2025-2026.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Grand Hall</th> <th>Bridestones</th> <th>Spencer</th> <th>Brasserie</th> </tr> </thead> <tbody> <tr> <td>2025 - 2026</td> <td>132</td> <td>53</td> <td>124</td> <td>10</td> </tr> <tr> <td>2024 - 2025</td> <td>141</td> <td>94</td> <td>126</td> <td></td> </tr> </tbody> </table> <p>A review of similar venues to the Town Hall has been carried out by officers, with the findings proving favourable to the existing hire charges. It is recommended that the majority of the existing hire charges remain for 2026/27, with the exception of changes highlighted in Appendix i,ii,iii. Existing prices are also included in the Appendix.</p> <p>Recommended changes to the booking policy were discussed at the Town Hall Asset & Services Committee on 9th March. These changes are highlighted in Appendix iv.</p> <p>A further recommendation from the THAS Committee was to implement a £500 refundable deposit for events where historically talc or other substances were used on the floor to make it slippery. The deposit would not be refunded if talc or other substances were used on the floor.</p> <p>14: Health and Safety Issues Relating to Hiring of Town Hall Committee to approve Option 3: to allow Northern Soul style bookings to go ahead with the payment of an additional up-front deposit of £500, which would be returned if talc was not spread on the floor during the events.</p>				Grand Hall	Bridestones	Spencer	Brasserie	2025 - 2026	132	53	124	10	2024 - 2025	141	94	126	
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2025 - 2026	132	53	124	10														
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Financial	To be in accordance with allocated budgets and financial regulations.
Environmental	To align with existing CTC environmental policy.
Equality	To align with the existing CTC Equality and Inclusion policy.
Decision Request	<p>To agree:</p> <ul style="list-style-type: none"> • The changes to Town Hall Hire Charges for 2026/27 and approve the adoption into the Constitution. • The name for the room at the front of the Town Hall, formerly known as Bluey's to be renamed The Brasserie. • The Brasserie (formerly Bluey's) to have the same pricing structure to the Bridestones Suite. • To allow Northern Soul bookings to go ahead with the payment of an additional up-front damage deposit of £500, which would only be returned if talc was not spread on the floor during the events.

Room Hire Price List

~~2024/25~~ 2026/27



Congleton
Town Council

Corporate and Publicly Funded Bodies

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£37.00	£7.40	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm) <i>remove times</i>	£105.00	£21.00	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm) <i>remove times</i>	£175.00	£35.00	£210.00
FRIDAY & SATURDAY +			
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£350.00	£70.00	£420.00

THE BRIDESTONES SUITE **and / or BRASSERIE** *(name pending)*

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£29.00	£5.80	£34.80
4 hour block rate (8am-6pm) <i>remove times</i>	£99.00	£19.80	£118.80
8 hour block rate (8am-6pm) <i>remove times</i>	£155.00	£31.00	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£25.00	£5.00	£30.00

THE SPENCER SUITE

	CHARGE	VAT	TOTAL
Standard Hourly Rate (minimum booking of 2 hours)	£15.00	£3.00	£18.00
4 hour block rate (8am-6pm) <i>remove times</i>	£50.00	£10.00	£60.00
8 hour block rate (8am-6pm) <i>remove times</i>	£75.00	£15.00	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts)	£15.00	£3.00	£18.00

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: 6.5 (wording requires refinement)

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk

Room Hire Price List

~~2024/25~~ 2026/27



Congleton
Town Council

Private Hire

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£44.40
Sunday - Thursday - 4 hour block rate (8am-6pm) * <i>remove times</i>	£126.00
Sunday - Thursday - 8 hour block rate (8am-6pm) * <i>remove times</i>	£210.00
FRIDAY & SATURDAY +	
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate *	£420.00

THE BRIDESTONES SUITE and /or **BRASSERIE** (name pending)

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£34.80
4 hour block rate (8am-6pm) * <i>remove times</i>	£118.80
8 hour block rate (8am-6pm) * <i>remove times</i>	£186.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£30.00

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£18.00
4 hour block rate (8am-6pm) * <i>remove times</i>	£60.00
8 hour block rate (8am-6pm) * <i>remove times</i>	£90.00
One off charge when hiring Grand Hall (Not eligible for any discounts) *	£18.00

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

+ FRIDAY & SATURDAYS

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: Section 6.5)

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk



Private Hire - Wedding Ceremonies

THE GRAND HALL & THE BRIDESTONES SUITE

	CHARGE
Ceremony & Reception * This includes: <ul style="list-style-type: none">• Room Hire• Room Set Up• Tables & Chairs• Music & Venue License• Licensed Bar• Lighting (Uplighters matching your colour scheme & Fairy Lights)• Room Breakdown	£1060.00

THE BRIDESTONES SUITE

	CHARGE
Ceremony Only	£480.00

FURTHER INFORMATION

The hire of the venue for wedding ceremonies DOES NOT include the cost of the registrar. Please refer to Your Ceremony Cheshire East for more information: <https://yourceremony.org.uk/planning/>

As an on the high street venue, SIA registered door staff will also be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Alternatively, you can arrange this yourselves but we will require copies of their SIA registration details.

Your specific room hire times will be confirmed at the time of booking, please ensure you include room preparation and clearance times.



Catering, refreshments and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd.

The sale or consumption of alcohol on the premises is only permitted through our licensed bar. Last orders are 12.30am & the latest clearance is 1.30am. For larger events, 50+, additional bar space is available, please ask for details.

Please contact Mark's Events to discuss bar provision, refreshments, catering and event arrangements.
Tel: 07722 008421 or email: barandcatering@congleton-tc.gov.uk

* Not eligible for resident discount. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 – Option 1

Email: bookings@congleton-tc.gov.uk



Registered Charities, Voluntary Organisations, Health and Wellbeing Activity

THE GRAND HALL

SUNDAY TO THURSDAY	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 * £27.00 *
FRIDAY & SATURDAY +	
Standard Hourly Rate - up to 3pm (minimum booking of 2 hours)	£44.40 **
Friday & Saturday Block Rate (3pm to 1am) Additional hours charged at the standard hourly rate	£420.00 **

THE BRIDESTONES SUITE and /or BRASSERIE (name pending)

	CHARGE
Standard Hourly Rate (minimum booking of 2 hours)	£15.00 * £18.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£30.00 ** <i>remove this line</i>
One off charge when hiring Grand Hall (Not eligible for any discounts)	£30.00 *

THE SPENCER SUITE

	CHARGE
Standard Hourly Rate Monday - Friday up to 6pm (minimum booking of 2 hours)	£15.00 *
Friday (after 6pm) Saturday and Sunday Hourly Rate (minimum booking of 2 hours)	£18.00 ** <i>remove this line</i>
One off charge when hiring Grand Hall (Not eligible for any discounts)	£18.00 *

Add lighting pricing in the Grand Hall & Minstrels Gallery: Uplighters & Fairy Lights / Uplighters / Fairy Lights (price + VAT for each)

FRIDAY & SATURDAYS +

For Parties & Evening events SIA registered door staff will be required. We can arrange this for you, prices are determined by the security company, and will be invoiced prior to your event. Please note these costs are NOT eligible for discounts.

MINIMUM ROOM HIRE

Minimum room hire period is two hours, additional room preparation and clearance times will be charged accordingly.

PREMIUM RATE DATES

A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve, Christmas Eve, and all Bank Holidays.

CATERING COMMERCIAL PARTNER

Please Note: Catering, refreshments, and Licenced Bar are only available from our Commercial Partner, Mark's Events Ltd. ~~For larger events, 50+, additional bar space is available, please ask for details.~~ *remove this sentence*

Deposit Information: £500 deposit required in the event of wax or power deposits - refer to Conditions & Regulations: Section 6.5)

* Not eligible for discount. ** There are no discounts for Friday & Saturday bookings during the month of December.

There is a maximum of 3 concessionary rate bookings per year only. All prices are inclusive of VAT.

BOOKING INFORMATION

To make a booking, discuss an existing booking, arrange refreshments or catering for your event please contact us on:

Tel: 01260 270350 - Option 1

Email: bookings@congleton-tc.gov.uk

Conditions and Regulations for the Hire of Congleton Town Hall

Amendments to sections 6.5 & 13 listed in red

6.5 The Hirer shall ensure that **no person shall:**

- (a) bring, place, or erect any furniture, fitting, electric, limelight or cinematograph appliances, apparatus or lantern; or
- (b) place or fix any additional or decorative light or any decorations, cotton wool, inflammable material, plants, shrubs, or similar articles; or
- (c) deposit wax, powder, or any other substance likely to create a slip hazard to the floors of the premises. Where such materials are requested or permitted, an additional £500 deposit will be required at the time of booking, in addition to the standard room hire deposit. **This deposit is non-refundable in the event that additional cleaning is required.**
- (d) place, fix or exhibit any advertisement or notice within or without the premises prior to obtaining the previous permission of the Council, who shall be at liberty to impose such conditions as to materials, position, method of fixing, use and subsequent observance and reinstatements as, in their opinion, may be expedient or necessary.

13. HIRE CHARGES

- 13.1 Hire charges are levied in accordance with the official scale of charges in operation at the date the function is held. The Council reserve the right to amend such charges without prior notice. (The Council reserves the right to review the charges for the start of each financial year, 1st April)
- 13.2 Hire charges are payable in accordance with the official terms and conditions, in force at the date of acceptance of hire.
- 13.3 Additional charges may be incurred where a function extends beyond the stipulated function hours contained in the application form.
- 13.4 Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.
- 13.5 Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession
- 13.6 Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.
- 13.7 There will be no concessional grants awarded During December and on Bank Holidays
- 13.8 A premium of 100% will be charged on top of the standard rate for room hire bookings on New Year's Eve and Christmas Eve.
- 13.9 A £500 deposit is required at the time of booking, in addition to the room hire deposit, where wax, powder, or any other substance likely to create a slip hazard is applied to the floors of the premises. **This deposit will be retained, in full or in part, should additional cleaning be necessary as a result of the hire.**