

**CIVIC CENTRE MEETING ROOMS
ANTRIM BOROUGH COUNCIL**

SCALE OF CHARGES

MEETING ROOM	LOCATION	RATE TYPE	FULL DAY (4-8 hrs)	HALF DAY (up to 4 hrs)	EVENINGS
STEEPLE SUITE (inc use of IT Presentation wall)	Ground Floor	Commercial	£280	£170	£42/hour (min 2 hrs)
		*Non-commercial	£150	£75	£20/evening
STEEPLE 'A' (Half of Steeple Suite)	Ground Floor	Commercial	£140	£85	£20/hour (min 2 hrs)
		*Non-commercial	£90	£50	£10/evening
STEEPLE 'B' (Half of Steeple Suite) (inc use of IT Presentation wall)	Ground Floor	Commercial	£170	£100	£25/hour (min 2 hrs)
		*Non-commercial	£90	£50	£10/evening
WHINSTONE SUITE	Ground Floor	Commercial	£200	£120	£30/hour (min 2 hrs)
		*Non-commercial	£120	£60	£15/evening
ROUND TOWER COUNCIL CHAMBER (inc use of IT equipment)	1 st Floor	Commercial	£280	£170	£42/hour (min 2 hrs)
		*Non-commercial	£180	£90	£25/evening
CIVIC MEETING ROOM 1 CIVIC MEETING ROOM 2 CAMLIN ROOM SIXMILEWATER ROOM RIVER MAINE ROOM	1 st Floor	Commercial	£110	£66	£16/hour (min 2 hrs)
	Ground Floor	*Non-commercial	£80	£40	£10/evening
INTERVIEW ROOM 1 ‡ RESOURCES CENTRE	Ground Floor	Commercial	£66	£39	£10/hour (min 2 hrs)
		*Non-commercial	£50	£25	£8/evening

* Non-commercial organisations ie Voluntary, Community and Charitable groups/organisations (including schools) based and operating within the boundaries of the Borough of Antrim, will be offered a reduced rate for the use of meeting rooms within the Civic Centre.

‡ Hourly rate for charitable counselling services available on request.

NOTES

VAT

Room hire at the Civic Centre is VAT Exempt.

Minimum Hire Charge

A minimum hire charge of TWO HOURS is applicable on all evening bookings for commercial users.

Saturday and Sunday

A skeleton staff will be utilised on Saturday and Sunday to maintain levels of service however as this will be outside of normal working patterns and opening hours, additional costs will be incurred. Therefore, the following rates will be charged in addition to both the Commercial and Non-Commercial rates shown above:

Saturday/Sunday	-	up to 4 hours	£129
Saturday/Sunday		4-8 hours	£200

Late Night Bookings (after 9pm)

The Civic Centre facilities can be hired from 8.00am to 9.00pm. An additional fee of £10 will be charged to the evening rate for every full or part hour after 9.00pm.

Equipment

Room hire includes the use of a screen, flipchart, paper and marker pens (if requested). An additional charge of £60 is levied for the use of a data projector and/or laptop for commercial users for rooms without built in equipment.

To make a booking

Contact:

Olive McCartney	Tel:	(028) 9446 3113, ext 1321
	e-mail	olive.mccartney@antrim.gov.uk