



HIRE CHARGES FOR WEDDINGS & FUNCTIONS 2022 – 2024

East Court Mansion (08.00 – 00.30)	Monday – Thursday £per hour Minimum Hire Period 2 hours	Friday £per hour Minimum Hire Period 2 hours	Saturday £per hour Minimum Hire Period 6 hours	Sunday £per hour Minimum Hire Period 4 hours
Cranston Suite	£21.00	£21.00		
Council Chamber	£21.00	£21.00		
Mayor’s Parlour	£21.00	£21.00		
Main Hall (April – September)	£21.00	£21.00	£40.00	£30.00
Main Hall (October – March)	£21.00	£21.00	<i>Minimum Hire 4hr</i> £30.00	£30.00
Cranston Suite & Main Hall (April – September)	£30.00	£42.00	£62.50	£46.50
Cranston Suite & Main Hall (October – March)	£30.00	£42.00	<i>Minimum Hire 4hr</i> £46.50	£46.50
East Court Kitchen Only available with room hire	Minimum of 8 hours – No Charge		Fixed Rate £60.00 (50% discount approved Charities)	
Alcohol	Pay Bar	£60.00	Own Alcohol	£70.00

Meridian Hall (Including courtyard & kitchen)	£ per hour	Minimum Hire Period		
		April - September	October to March	
Monday to Thursday 08.00 – 17.00	£30.00	2 hours	2 hours	
Monday to Thursday 17.00 – 00.30	£30.00	2 hours	2 hours	
Fridays : 08.00 – 00.30	£60.00	4 hours	4 hours	
Saturdays 08.00 – 00.30 (April – September)	£85.00	8 hours		
Saturdays 08.00 – 00.30 (October – March)	£63.75		4 hours	
Sunday 08.00 – 00.30	£63.75	4 hours	4 hours	
Alcohol	Pay Bar	£60.00	Own Alcohol	£135.00
Ceiling Voile	Fixed charge or the period of hire		£100	

1. The above charges are inclusive of VAT at the standard rate.
2. Sundays before a Bank Holiday are charged at Saturday rate.
3. New Year’s Eve (Monday – Thursday) is charged at Friday rate.
4. Own Alcohol - 50% discount approved Charities
5. A breakage deposit of **£250.00** shall be charged prior to the event.
6. Bookings to include set up time and sufficient cleaning up time any additional time will be charged at the hourly rate.

The Ceremony Hour Cost at East Court (the use of one of our licensed rooms)*		
2022-2024	Monday – Thursday	Friday - Saturday
East Court	£300.00	£348.00
Meridian Hall	£348.00	£390.00

***Please note:** The registrar’s fee is **NOT** included and needs to be booked and paid directly with them.
Please contact the ceremonies team at the Registration Office in West Sussex to organise this, **01243 642122**