



## HIRE CHARGES FOR WEDDINGS & FUNCTIONS 2025 – 2026

| <b>East Court Mansion</b><br>(08.00 – 00.30)                 | <b>Monday – Thursday</b><br>£per hour<br>Minimum Hire<br>Period 2 hours | <b>Friday</b><br>£per hour<br>Minimum Hire<br>Period 2 hours | <b>Saturday</b><br>£per hour<br>Minimum Hire<br>Period 6 hours | <b>Sunday</b><br>£per hour<br>Minimum Hire<br>Period 4 hours |
|--|---|--|--|--|
| <b>Cranston Suite</b>  | <b>£23.00</b>   | <b>£23.00</b>  |  |  |
| <b>Council Chamber</b>                                       | <b>£23.00</b>   | <b>£23.00</b>  |  |  |
| <b>Mayor’s Parlour</b>                                       | <b>£23.00</b>   | <b>£23.00</b>  |  |  |
| <b>Main Hall</b><br>(April – September)                      | <b>£23.00</b>   | <b>£23.00</b>  | <b>£44.00</b>  | <b>£33.00</b>  |
| <b>Main Hall</b><br>(October – March)                        | <b>£23.00</b>   | <b>£23.00</b>  | <i>Minimum Hire 4hr</i><br><b>£33.00</b>                       | <b>£33.00</b>  |
| <b>Cranston Suite &amp; Main Hall</b><br>(April – September) | <b>£33.00</b>   | <b>£45.00</b>  | <b>£69.00</b>  | <b>£51.50</b>  |
| <b>Cranston Suite &amp; Main Hall</b><br>(October – March)   | <b>£33.00</b>   | <b>£45.00</b>  | <i>Minimum Hire 4hr</i><br><b>£51.50</b>                       | <b>£51.50</b>  |
| <b>East Court Kitchen</b><br>Only available with room hire   | Minimum of 8 hours – No Charge  |  | Fixed Rate <b>£66.00</b> (50% discount approved Charities)     |  |
| <b>Alcohol</b>   | Pay Bar   | <b>£63.00</b>  | Own Alcohol  | <b>£73.50</b>  |

| <b>Meridian Hall</b><br><i>(Including courtyard &amp; kitchen)</i> | <b>£ per hour</b>                  | <b>Minimum Hire Period</b> |                         |
|--|------------------------------------|----------------------------|-------------------------|
|  |                                    | <b>April - September</b>   | <b>October to March</b> |
| Monday to Thursday<br>08.00 – 17.00                                | <b>£33.00</b>                      | 2 hours                    | 2 hours                 |
| Monday to Thursday<br>17.00 – 00.30                                | <b>£33.00</b>                      | 2 hours                    | 2 hours                 |
| Fridays :<br>08.00 – 00.30   | <b>£66.15</b>                      | 4 hours                    | 4 hours                 |
| Saturdays<br>08.00 – 00.30 (April – September)                     | <b>£93.50</b>                      | 8 hours                    |                         |
| Saturdays<br>08.00 – 00.30 (October – March)                       | <b>£70.00</b>                      |                            | 4 hours                 |
| Sunday<br>08.00 – 00.30  | <b>£70.00</b>                      | 4 hours                    | 4 hours                 |
| <b>Alcohol</b>   | Pay Bar                            | <b>£63.00</b>              | Own Alcohol             |
| <b>Ceiling Voile</b>   | Fixed charge or the period of hire |                            | <b>£115.50</b>          |

Booking code AD

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 **£300.00** 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.

| <b>The Ceremony Hour Cost at East Court</b><br><i>(the use of one of our licensed rooms)*</i> |                          |                          |
|---|--------------------------|--------------------------|
| <b>2025-2026</b>  | <b>Monday – Thursday</b> | <b>Friday - Saturday</b> |
| <b>East Court</b>   | <b>£300.00</b>           | <b>£348.00</b>           |
| <b>Meridian Hall</b>  | <b>£348.00</b>           | <b>£390.00</b>           |

**\*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**