





# The Shambles at the Market House

HIRE CHARGES – to take effect from 1<sup>st</sup> April 2022

## CHARGES FOR HIRING THE SHAMBLES, UNDERCROFT AND COBBLES

### Please note:

- All charges include VAT
- Minimum 2 hour booking period applies throughout
- Please enquire for special rates for large or complex bookings, or at low usage times
- Bookings that require additional support, for example wakes, may incur an additional charge of £20 per hour, which will be detailed on your invoice.

Charges	Hourly Rate
<b>A. Community Rate</b> Local individuals booking for a private, non-profit event living within the Parish of Castle Cary or Ansford. Local community groups and local groups representing national charities	
<b>The Shambles/ Assembly Room</b>	£11.00 (VAT included at £1.83)
<b>The Undercroft</b>	£5.50 (VAT included at £0.92)
<b>B. Small Businesses and non-local hirers</b> Non-local individuals booking for a private, non-profit event. All small businesses (those with 10 or fewer employees– micro SMEs) Non-local community groups; national charity events not hosted by local groups	
<b>The Shambles/ Assembly Room</b>	£20.00 (VAT included at £3.33)
<b>The Undercroft</b>	£10.00 (VAT included at £1.66)
<b>C. Larger Businesses</b> Please enquire on 01963 351763 or <a href="mailto:markethouse.bookings@castle-cary.co.uk">markethouse.bookings@castle-cary.co.uk</a>	
<b>D. Coffee mornings</b> Run by local community groups to raise funds for their organisations. The Undercroft is given free of charge and the Shambles is subject to the above charges.	
<b>E. Other Bookings</b> For exhibitions or large-scale community events, please get in contact for further details	
<b>Additional Charges</b> <b>Alcohol licence: £10</b> You will need a licence to sell alcohol even if you are not taking money directly for it, but including it in the price of a ticket, or “pooling” money from your guests to pay for it. For private parties where the alcohol is given away by the hosts, or brought in by the guests, a licence is not needed, but still please tick to say you are serving alcohol, as it is our responsibility to make sure you do so in a legal and wise way. You will receive further details with your booking confirmation form. <b>Use of Lobby for refreshment serving or other preparation: £10</b>	

\*\*Castle Cary Town Council reserve the right to add a 5% charge per month for late payments\*\*

**FREE OF CHARGE WITH SHAMBLES LETTINGS:** Use of the refreshment bar, hearing loop, wi-fi and projector

For further information please contact [markethouse.bookings@castle-cary.co.uk](mailto:markethouse.bookings@castle-cary.co.uk)