

# PACKAGES & HIRE FEES



## WHOLE VENUE PACKAGES

Perfect for special occasions and events. Choose the package best suited to your needs. You will have sole use of the entire venue and we will ensure everything is set up to your requirements before you arrive.

### **BRONZE: 5pm until midnight (or 7 hours)**

Includes staffed bar, use of kitchen and equipment, your choice of tables and chairs or theatre style seating.

### **SILVER: 3pm until midnight (or 9 hours)**

Includes everything in Bronze plus use of table linen, basic stage lights and, on request, a key to the building to allow you to come and go as you please.

### **GOLD: 8am until midnight (or 16 hours)**

Includes all of the above but for an extended hire period.

### **PLATINUM: The ultimate way to celebrate your special occasion!**

**Friday 5pm to midnight. Saturday 8am until midnight. Sunday 8am to midday**

Ideal for wedding receptions, this package includes all of the above plus extra time to dress the venue and tidy up afterwards.



## CONCERT, THEATRE OR SHOW PACKAGES

Enjoy sole use of the entire venue, your choice of raked or cabaret style seating, back stage dressing room, access to our professional sound and lighting equipment\*, a fully staffed bar and use of the kitchen and equipment.

\*packages do not include a technician

### **3pm until midnight (or 9 hours)**

### **8am until midnight (or 16 hours)**



## EXERCISE CLASS PACKAGES

Exclusively for exercise classes, such as yoga, Zumba, Pilates or Jive. Choose either the Main Hall\* or Meeting Room\* where the floor space will be left clear.

\*access is limited to the chosen room

**Main Hall or Meeting Room 2 hour or 4 hour options**





# HIRE FEES

Rates are charged according to the hire date and the financial year in which it falls (1<sup>st</sup> April - 31<sup>st</sup> March)

Full payment at time of booking will be charged at the current rate, not the event-date rate

## PARISHIONER / CHARITY RATES

	2025-26	2026-27	2027-28	2028-29
Bronze 7hrs	£281.50	£293.00	£304.50	£316.50
Silver 9hrs	£337.50	£351.00	£365.00	£379.50
Gold 16 hrs	£393.50	£409.00	£425.50	£442.50
Platinum	£675.00	£702.00	£730.00	£759.00
Theatre>Show 9hrs	£450.00	£468.00	£486.50	£506.00
Theatre>Show 16hrs	£506.00	£526.00	£547.00	£569.00
Exercise: Main Hall 2hrs	£39.40	£41.00	£42.60	£44.30
Exercise: Main Hall 4hrs	£77.70	£80.80	£84.00	£87.40
Exercise: Meeting Rm 2hrs	£20.30	£21.10	£21.90	£22.80
Exercise: Meeting Rm 4hrs	£28.30	£29.40	£30.60	£31.80
Rooms by the hour (min. 2 hrs)				
Main Hall	£39.40	£41.00	£42.60	£44.30
Meeting Room	£16.90	£17.60	£18.30	£19.00
Gallery/Garden Rm	£22.50	£23.40	£24.30	£25.30

## STANDARD RATES

	2025-26	2026-27	2027-28	2028-29
Bronze 7hrs	£393.50	£409.00	£425.50	£442.50
Silver 9hrs	£450.00	£468.00	£486.50	£506.00
Gold 16 hrs	£506.00	£526.00	£547.00	£569.00
Platinum	£787.00	£818.50	£851.00	£885.00
Theatre>Show 9hrs	£562.50	£585.00	£608.50	£633.00
Theatre>Show 16hrs	£618.00	£642.50	£668.50	£694.50
Exercise: Main Hall 2hrs	£56.30	£58.60	£60.90	£63.30
Exercise: Main Hall 4hrs	£112.50	£117.00	£121.50	£126.50
Exercise: Meeting Rm 2hrs	£39.40	£41.00	£42.60	£44.30
Exercise: Meeting Rm 4hrs	£56.30	£58.60	£60.90	£63.30
Rooms by the hour (min. 2 hrs)				
Main Hall	£50.60	£52.60	£54.70	£56.90
Meeting Room	£28.20	£29.30	£30.50	£31.70
Gallery/Garden Rm	£33.80	£35.20	£36.60	£38.10

## OTHER RESOURCES

	2025-26	2026-27	2027-28	2028-29
Full Sound & Light (no technician)	£118.50	£123.00	£128.00	£133.00
Basic Stage Lights	£28.20	£29.30	£30.50	£31.70
Wireless Microphone	£5.70	£5.90	£6.10	£6.30
Wireless Headset Microphone	£8.50	£8.80	£9.20	£9.60
Staffed Bar	£56.30	£58.60	£60.90	£63.30
Kitchen	£16.95	£17.60	£18.30	£19.00
Table Linen (round) per item	£7.90	£8.20	£8.50	£8.80
Table Linen (long) per item	£11.20	£11.60	£12.10	£12.60
Projector & Screen	£11.20	£11.60	£12.10	£12.60
Ushers each per hour* (min. 2 hrs)	£13.00	£13.50	£14.00	£14.60

\*Ushers charged at double rate on Sundays. Usher prices exclude VAT

## SECURING YOUR BOOKING

A completed booking form and payment of a non-refundable hire deposit (25% of the total hire fee) are required to secure your booking. See *Discount 1. below and cancellation rates in full Terms of Hire*.

## PARISHIONER/CHARITY RATES

Parishioner - applies to private events only where the hirer lives in Dereham or Toftwood.

Charity - registered charities and community interest groups (non-profit with a bank account and constitution).

## DISCOUNTS

1. Pay in full at the time of booking and the current rate will be applied, not the event-date rate.
2. For regular bookings (more than four events in a twelve month period), a 10% discount will be applied (excludes additional one-off charges). All bookings must be made at the same time to qualify. The full hire cost is invoiced for events 1 to 3. The cumulative discount will be applied to event 4. Subsequent events are invoiced at the reduced rate.

## BOOKINGS WHICH FALL ON PUBLIC HOLIDAYS

Good Friday, Easter Sunday, New Year's Eve and Bank Holidays will be charged at the package or hourly rate plus 50%. The venue is closed on Christmas Day, Boxing Day and New Year's Day.

## USING THE PROFESSIONAL SOUND & LIGHT EQUIPMENT

If you have requested use of the sound and light equipment, our in-house Technical Advisor will discuss your requirements prior to the event. Please note that use of the sound and light equipment does not include a technician and incurs a £250 damages deposit. Technical Advisor contact: [dtctechnical@outlook.com](mailto:dtctechnical@outlook.com)

**ADDRESS:** Dereham Memorial Hall, 62a, Norwich Street, Dereham. NR19 1AD

**WEBSITE:** <https://www.derehammemorialhall.info/>

**CONTACT:** Dereham Town Council 01362 693821 [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)

**PREMISES LICENCE:** Events can commence at 8am and must end by midnight. Entertainment and the sale of alcohol must stop at 11pm. Extended hours can be requested in writing at time of booking.



**PARKING:** There is limited parking at the rear of the Memorial Hall. Most visitors park in Morrisons supermarket car park which is just across the road (access via Station Road). Visitors to the Memorial Hall can park there for a maximum of 3 hours before 6pm (4pm on Sunday). Entering the car park after 6pm (4pm on Sunday) allows visitors to park without restrictions for the duration of the event.

**ACCESSIBILITY:** The ground floor is fully accessible and there are disabled toilet facilities. There is no lift to the balcony. Where theatre style seating is in use, some seating at floor level can be removed to accommodate wheelchairs. Please check if this is an option for any event you are attending. For awareness, the theatre style seating has a single, central aisle (no side aisles). The steps are wide and not steep, but there is no hand rail. There is a hearing loop in the Main Hall. Only registered assistance dogs are permitted entry to the venue.

## **VENUE CAPACITY (maximums):**

**Main Hall:** Non-seated 300. Round tables 160. Seating around edge 180. Theatre style 294 (stalls 182, balcony 112\*).

The balcony can only be used in conjunction with theatre style seating. \*182 is reduced if seats are removed to accommodate wheelchairs. Balcony seating is reduced if a sound desk is positioned outside of the sound booth.

**Meeting Room:** 50 close seated, but reduced if tables and chairs are required

**LAYOUTS:** There are a number of pre-designed layouts for the Main Hall and Meeting Room which suit most events. Please ask for details. We are also happy to set out rooms to your own requirements.

**BAR:** We have a well-stocked bar with a selection of beers, lager, ciders, wines, spirits and soft drinks (including tea and coffee). For larger events we are happy to discuss requests for particular items. All intoxicating liquor consumed on the premises must be purchased from the bar.

**KITCHEN EQUIPMENT:** Cups, saucers, cutlery and crockery for up to 160 people can be made available. There is a large electric range with hob and oven, a large fridge, commercial dishwasher and washing up sinks (no teatowels or washing up liquid provided).

**CATERING, BOX OFFICE & ONLINE TICKETING:** We do not provide a catering service, a box office, ushers or an online ticketing platform. We are happy to publicise events on the Memorial Hall website and socials.

