

Community Support Services: Centres for the Community Hiring Rates



All rates are in pounds per hour unless otherwise stated

Please note that the minimum hire period for any let is 2 hours. Part hours will be charged as whole hours.

Therapist/Podiatry Room rates are based on a single hiring session. Multiple short hires will not qualify for the reduced rate.

To qualify for the regular hire rate a minimum of 12 bookings per year are required. Storage may be provided for regular hirer's equipment at a cost of £3 per week, subject to manager's discretion and space requirements, please check availability when booking.

Claygate Centre

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	18	25	28	32
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	16	23	25	25
Reception Area (per hour)	16	26	26	26
Reception Area – Regular Hirers Rate (per hour)	14	22	22	22
Training/Meeting Room (per hour)	14	18	19	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Use of crockery/cutlery (per letting)	22	22	22	22

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Email: commservices@elmbridge.gov.uk

Web: www.elmbridge.gov.uk/css/centres

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	17	24	25	27
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	15	22	22	22
Reception Area (per hour)	16	23	23	23
Reception Area – Regular Hirers Rate (per hour)	13	19	19	19
Training/Meeting Room (per hour)	13	18	18	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Use of crockery/cutlery (per letting)	18	18	18	18

Cobham Centre

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	18	25	28	32
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	16	23	25	25
Activities Room (per hour)	14	18	19	20
Small Meeting Room (per hour)	9	11	9	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Gym	15	15	15	15
Use of crockery/cutlery (per letting)	22	22	22	22

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	17	24	25	27
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	15	22	22	22
Activities Room (per hour)	13	18	18	20
Small Meeting Room (per hour)	9	11	9	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Gym	15	15	15	15
Use of crockery/cutlery (per letting)	18	18	18	18

Hersham Centre

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	18	25	28	32
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	16	23	25	25
Small Meeting Room (per hour)	9	11	9	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Use of crockery/cutlery (per letting)	22	22	22	22

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	17	24	25	27
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	15	22	22	22
Small Meeting Room (per hour)	9	22	9	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Use of crockery/cutlery (per letting)	18	18	18	18

Molesey Centre

All hiring rates for the Molesey Centre are subject to VAT

Charitable and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-5pm)	Monday to Friday Evenings (5-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall (per hour)	N/A	25	27	30
Main Hall – Regular Hirers Rate (per hour)	N/A	20	20	20
Hall 2 (per hour)	17	N/A	N/A	N/A
Hall 2 – Regular Hirers Rate (per hour)	15	N/A	N/A	N/A
Room 3 (per hour)	15	N/A	N/A	N/A
Room 3 – Regular Hirers Rate (per hour)	13	N/A	N/A	N/A
Room 4 (per hour)	10	N/A	N/A	N/A
Room 4 – Regular Hirers Rate (per hour)	9	N/A	N/A	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	N/A	N/A	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	N/A	N/A	N/A
Use of crockery/cutlery (per letting)	20	20	20	20

Commercial Organisations and Private Individuals

Facility	Monday to Friday Daytime (9am-5pm)	Monday to Friday Evenings (5-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall (per hour)	N/A	30	30	35
Main Hall – Regular Hirers Rate (per hour)	N/A	25	25	25
Hall 2 (per hour)	21	N/A	N/A	N/A
Hall 2 – Regular Hirers Rate (per hour)	18	N/A	N/A	N/A
Room 3 (per hour)	18	N/A	N/A	N/A
Room 3 – Regular Hirers Rate (per hour)	16	N/A	N/A	N/A
Room 4 (per hour)	12	N/A	N/A	N/A
Room 4 – Regular Hirers Rate (per hour)	10	N/A	N/A	N/A
Therapist/Podiatry Room – 1-3 hours (per hour)	15	N/A	N/A	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	N/A	N/A	N/A
Use of crockery/cutlery (per letting)	30	30	30	30

Thames Ditton Centre

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Large Hall – 150 standing, 64 seated (per hour)	17	24	25	27
Large Hall – Regular Hirers Rate (per hour)	15	18	18	18
Small Hall and Kitchenette – 40 standing, 32 seated (per hour)	17	24	25	27
Small Hall and Kitchenette – Regular Hirers Rate (per hour)	15	18	18	18
Both Halls and Kitchenette (per hour)	17	26	27	30
Both Halls and Kitchenette – Regular Hirers Rate (per hour)	15	20	20	20
Activities Room – 20 standing, 12 seated (per hour)	13	18	18	20
Training Room (per hour)	14	18	19	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Licensed Bar (per letting – maximum four hours)	N/A	58	58	N/A
Use of crockery/cutlery (per letting - for approx. 60 guests, with wine glasses for 55)	18	18	18	18

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Large Hall – 150 standing, 64 seated (per hour)	21	35	37	44
Large Hall – Regular Hirers Rate (per hour)	18	26	26	26
Small Hall and Kitchenette – 40 standing, 32 seated (per hour)	21	35	37	44

Small Hall and Kitchenette – Regular Hirers Rate (per hour)	18	26	26	26
Both Halls and Kitchenette (per hour)	21	35	37	45
Both Halls and Kitchenette – Regular Hirers Rate (per hour)	18	26	26	26
Activities Room – 20 standing, 12 seated (per hour)	16	21	22	23
Training Room (per hour)	14	18	18	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Licensed Bar (per letting – maximum four hours)	N/A	58	58	N/A
Use of crockery/cutlery (per letting - for approx. 60 guests, with wine glasses for 55)	31	31	31	31

Additional Facilities and Equipment at Thames Ditton

Main Centre Facilities

- Licensed premises (fee of £58 per let, maximum 4 hours)
- Induction loop for hearing aids
- Car parking
- Ladies, Gents and Accessible WC and Baby Changing Facilities.
- Reception Area and Cloakroom
- 8 full length trestle tables and 72 padded chairs available on request

Kitchenette Facilities

- Urn
- Small sink
- Teaspoons, cups and mugs (for approx. 15 guests)
- Plates, cutlery and glasses available at additional cost (£31 per let, cutlery/crockery for max. 60 and glasses for max. 55)

Thames Ditton Centre would be a suitable venue for family parties/weddings, social gatherings, conference/training days, community group meetings, music and singing groups, dancing and children's activities.

Walton Centre

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	18	25	28	32
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	16	23	25	25
Reception & Conservatory Area (per hour)	16	22	22	22
Reception Only (per hour)	14	21	21	21
Conservatory Area Only (per hour)	14	18	19	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Gym	10	10	10	10
Use of crockery/cutlery (per letting)	22	22	22	22

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	17	24	25	27
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	15	22	22	22
Reception & Conservatory Area (per hour)	16	19	19	19
Reception Only (per hour)	13	19	19	19
Conservatory Area Only (per hour)	13	18	18	20
Therapist/Podiatry Room – 1-3 hours (per hour)	15	15	15	N/A
Therapist/Podiatry Room – 4 or more hours (per hour)	9	9	9	N/A
Gym	10	10	10	10
Use of crockery/cutlery (per letting)	18	18	18	18

Weybridge Centre

Private Individuals, Commercial and Non-Profit Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	18	25	28	32
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	16	23	25	25
Meetings Room (per hour)	14	N/A	N/A	N/A
Use of crockery/cutlery (per letting)	22	22	22	22

Charitable Organisations

Facility	Monday to Friday Daytime (9am-4.30pm)	Monday to Friday Evenings (4.30-11pm)	Saturday and Sunday Daytime (9am-5pm)	Saturday and Sunday Evenings (5-11pm)
Main Hall, Reception and Tea Bar (per hour)	17	24	25	27
Main Hall, Reception and Tea Bar – Regular Hirers Rate (per hour)	15	22	22	22
Meetings Room (per hour)	13	N/A	N/A	N/A
Use of crockery/cutlery (per letting)	18	18	18	18