

Littlehampton Town Council - Manor House Room Hire Fees 2026 to 2027

	SECTOR USERS		VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
NEW MILLENNIUM CHAMBER				
Weekdays				
09:00 to 17:00 hrs per hour*	£41.40	£49.68	£31.50	£37.80
after 17:00hrs per hour*	£68.20	£81.84	£55.40	£66.48
Saturdays				
09:00 to 17:00 hrs per hour*	£54.80	£65.76	£41.50	£49.80
after 17:00hrs per hour*	£81.50	£97.80	£68.20	£81.84
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£68.20	£81.84	£41.90	£50.28
after 17:00hrs per hour*	£108.70	£130.44	£68.20	£81.84
FLEMING & GLADDEN ROOMS				
Weekdays				
09:00 to 17:00 hrs per hour*	£21.30	£25.56	£17.10	£20.52
after 17:00hrs per hour*	£30.20	£36.24	£24.80	£29.76
Saturdays				
09:00 to 17:00 hrs per hour*	£31.90	£38.28	£25.60	£30.72
after 17:00hrs per hour*	£45.40	£54.48	£37.20	£44.64
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£42.60	£51.12	£34.00	£40.80
after 17:00 hrs per hour*	£60.50	£72.60	£49.60	£59.52
Refreshments **				
Flask Coffee – 16 cups	£16.80	£20.16	£16.80	£20.16
Flask Tea – 16 cups	£13.90	£16.68	£13.90	£16.68
Tea, coffee, biscuits – per cup	£2.80	£3.36	£2.80	£3.36
Crockery	£13.90	£16.68	£13.90	£16.68
Equipment **				
Screen	£7.50	£9.00	£7.50	£9.00
Powerpoint Projector Screen	£13.90	£16.68	£13.90	£16.68
Flip Chart - pens and paper	£6.90	£8.28	£6.90	£8.28
Laptop	£20.80	£24.96	£20.80	£24.96
PA System – NMC only	£13.20	£15.84	£13.20	£15.84
All Equipment	£51.50	£61.80	£51.50	£61.80
Weddings				
Weekdays		£668.50		
Saturdays		£732.20		
Sundays and Bank holidays		£764.00		
Pre/Post Ceremony Celebration Package				
Weekdays per hour		£150.00		
Saturdays per hour		£200.00		
Sundays and Bank holidays per hour		£250.00		

*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.

Fees from 1 April 2026 to 31 March 2025

** 5% increase rounded up to the nearest 10p.