

ARMAGH CITY, BANBRIDGE & CRAIGAVON
BOROUGH COUNCIL
COMMUNITY DEVELOPMENT

FACILITY CHARGES 2026/27



TOWN HALLS,
BROWNLOW HUB,
TOMMY MAKEM ARTS
& COMMUNITY CENTRES

ROOM & EQUIPMENT
HIRE CHARGES

1 APRIL 2026 –
31 MARCH 2027



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**Armagh City
Banbridge
& Craigavon**
Borough Council

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01 Overview & How to Book

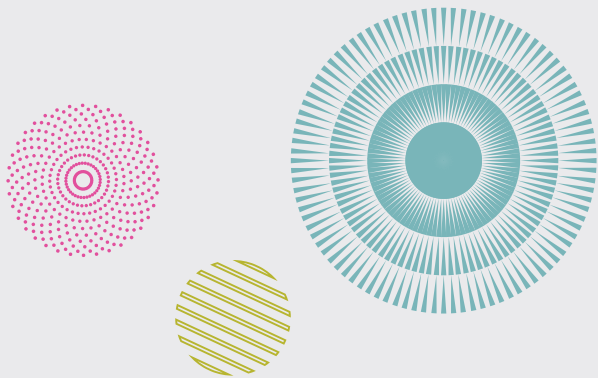
This booklet sets out room hire charges, packages and terms for Council-managed community facilities across the Borough. All prices are inclusive of VAT (where applicable). Statutory activities are charged at double the Standard rate. Performing Rights (PRS/PPL) are charged at a flat fee of £2.50 per session where applicable. Bookings on a Bank or Public Holiday are charged at double the Standard rate, including for Concession users.

How to book:

- Book online via the Council’s Facility Booking System: (mock link –URL when available).
- Or contact the relevant facility for manual assistance.
- A 25% deposit may be required for large functions (see Section 6).
- **All bookings are confirmed via an automated email**
- A booking is not considered confirmed until notification has been received.



02 Room & Space Hire Rates



This lists all available rooms and spaces across our facilities and the cost to hire them. Prices vary by location and user type (Standard, Concession or Commercial). All rates are per hour unless otherwise stated.

TOWN HALLS PERFROMANCE SPACES

Room	Standard Rate	*Concession Rate	**Commercial Rate
Auditorium	£23.00	£7.00	£25.00
Stage	£17.00	£7.00	£19.00
Stage, Sound & Light	£20.50	£8.50	£23.00

MAIN HALLS

Room	Standard Rate	*Concession Rate	**Commercial Rate
Main Hall - Brownlow Hub & TMAC	£23.00	£7.00	£25.00
Main Hall - Community Centres	£15.00	£7.00	£17.00
Minor Hall - Town Halls	£17.00	£7.00	£19.00

STANDARD ROOMS

Room	Standard Rate	*Concession Rate	**Commercial Rate
Large	£12.00	£7.00	£14.00
Medium	£9.00	£7.00	£11.00
Small	£7.00	£7.00	£9.00
Kitchen - Small	£7.00	£7.00	£9.00
Kitchen - Large	£10.00	£7.00	£12.00

CHILDCARE SPACE

	Standard Rate	*Concession Rate	**Commercial Rate
TMAC	£7.00	–	–
Hub	£11.00	–	–
KJCC	£9.00	–	–
Ashgrove	£7.00	–	–

03 Additional Service & Packages

This section outlines fixed-price party packages and optional extras that can be added to your booking. All packages must be booked and paid for in advance. All rates are per hour unless it is a package.

ADDITIONAL SERVICES & PACKAGES

	Standard Rate	*Concession Rate	**Commercial Rate
Birthday Party Package 2 hours inclusive: Bouncy Castle, Room Hire and use of kitchen	£75.00	–	–
Town Halls Stage Technician Package As scheduled and cost per session. Support in stage design and technical support with sound and lighting.	£40.00	–	£50.00

04 FlexiHub – Portadown Town Hall

Details the different booking options available in FlexiHub, including hourly, half-day and full-day rates, plus refreshment pricing.

FLEXIHUB – PORTADOWN TOWN HALL

Offering	Cost	Amenities	Meeting Room Space
Per hour (1 hour)	£6.00	Yes	No
Half Day (4 hours)	£20.00	Yes	30 mins upon re-request
Full Day (8 Hours)	£32.00	Yes	1 hour upon request

05 Wedding Party – Room Rates

Below are the hourly wedding party rates for weekdays, weekends and bank holidays. Hire costs reflect building staffing and facility requirements.

WEDDINGS – ROOM RATES

Monday - Friday	£35.00	Per Hour
Saturday - Sunday	£45.00	Per Hour
Bank Holiday	£70.00	Per Hour

06 Refreshments

Availability may vary depending on facility, please speak to the Manager when booking.

REFRESHMENTS

Tea & Coffee	£1.50	Per person
Tea, Coffee & Biscuits	£2.00	Per person
Tea, Coffee & Scones	£2.50	Per person

07 Large Functions – Charges & Rules

A large function refers to any event where attendance and/or duration requires additional preparation, staffing, facilities management, or operational support. Typical examples include wedding receptions, church services, large celebrations, public showcases (e.g., dance schools, amateur dramatics, recitals), community festivals, conferences/AGMs, fundraising galas, award ceremonies, school formals or prize-giving's, and seasonal events.

LARGE FUNCTIONS – ALL FACILITIES

50-100 people	£130.00	Up to 5 hours
101-300 people	£260.00	Up to 5 hours
Pre/Post Function set up/cleaning	£30.00	Standard fee (50-100 persons)
	£50.00	Standard fee (101-300 persons)

- Duration over 5 hours: the standard hourly room rate applies for each additional hour.
- Deposit: a 25% deposit is required at the time of booking (manager discretion may apply for regular/recurring events).
- Daily holding fee: where a second room is required for intermittent use (e.g., meal breaks/ meetings) but kept exclusively, a daily holding fee of £25.00 applies.



08
 Hire of Equipment

Below is a list of equipment available to hire for use during your booking. All items are subject to availability and should be requested when making your reservation. Some items may require staff support or approval depending on the facility.

AVAILABLE EQUIPMENT LIST

Microphone/PA system	£10.00	Per Booking
1 Wireless Microphone Headset Pack	£15.00	Per Booking
Data Projector + Screen (small)	£10.00	Per Booking
Data projector (PTH Stage)	£15.00	Per Booking
Flipchart Paper and Pens	£10.00	Per Booking
Piano (PTH + LTH only)	£15.00	Per Booking
Portable dance floor (25m²)	£20.00	Per Booking
Portable stage unit (subject to availability)	£40.00	Per Booking
Mobile Bar unit (PTH Only)	£20.00	Per Booking
Stage Star Cloth (PTH Only)	£40.00	Per Booking
Platform Steps x 3 pieces (Suitable for Choir)	£15.00	Per Booking
Platform steps x 6 pieces (Suitable for Choir)	£25.00	Per Booking
Bain Marie/Hot Cupboard	£10.00	Per Booking

09
 Technical Information – Portadown & Lurgan Town Halls

PORTADOWN TOWN HALL – AUDITORIUM

- Flexible auditorium with tiered seating for up to 275 (including pit and balcony).
- Flat-floor layouts can accommodate approximately 200–300 people, depending on configuration.
- Suitable for large functions, showcases, pantomimes, festivals, seminars, anniversaries and wedding receptions.
- Supported by a large kitchen and on-site amenities.

LURGAN TOWN HALL – AUDITORIUM

- Traditional Victorian-style auditorium and balcony.
- Typical seating ranges 200–272, and up to ~300 in certain layouts.
- Well suited to community arts groups, choirs, pantomimes, and intimate performances.

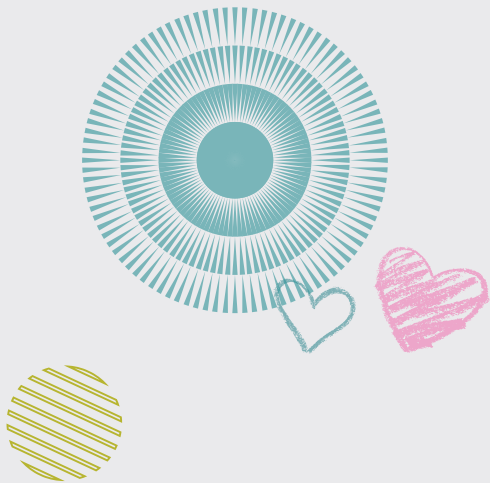
IMPORTANT NOTES FOR VISITING COMPANIES / ORGANISERS

- Notify the Portadown Town Hall stage manager before arrival regarding public access from auditorium to stage; use of live mix position; stage extension; follow spot; radio microphone system; data/video projection; and any intended use of firearms, naked flames, smoke machines or pyrotechnics.

- Vehicles may only use the loading/unloading bay when actively loading or unloading.
- Walls and stage floors must not be used as fixing points for screws, nails or similar attachments.
- All scenery, cloths, drapes, hangings and display materials must be treated and maintained as non-flammable.
- Any external electrical equipment must be PAT-tested; certification should be available on request.
- Induction loop system available.

ACCESSIBILITY – STAGE & BACKSTAGE AREAS

- Due to historic layouts, stage and backstage areas include multiple changes in floor level and can present challenges for people with reduced mobility.
- Backstage, changing rooms are not wheelchair-accessible and are reached via stairs.
- Accessible access to the stage can be accommodated with advance notice so appropriate arrangements can be put in place.
- Please discuss accessibility requirements with our team as early as possible so we can support access needs with dignity and care.



10 Booking Terms & Definitions

*CONCESSION RATES

To qualify, groups must be constituted community groups with insurance in the organisation's name as stated in the constitution. The constitution must clearly show that the group fits at least one of the categories below. Concession applies to room hire only as set out in the rates. Flat-floor layouts can accommodate approximately 200–300 people, depending on configuration.

- **Senior Citizens Groups (over 60s):** organised groups of individuals aged 60+ participating in social, recreational or educational activities.
- **Parent and Toddler Groups:** gatherings of parents or caregivers with young children (typically under 5) for social or play-based activity.
- **Disability Groups:** organised groups for people with physical, sensory, intellectual or developmental disabilities (often with support staff/caregivers).
- **Youth Groups:** organised groups of young people (typically 5–18) engaged in structured activities such as sports, health or community programmes.

**COMMERCIAL RATES

A commercial/private organisation is owned by a person or person whose primary focus is the sale of goods and/or services to generate a profit/surplus for the benefit of the owner(s). A customer is considered Commercial if they meet this definition and hold two or more commercial bookings per week across Council community facilities.

OTHER PRICING RULES

- **Statutory rate:** all prices are double the Standard rate for statutory activities.
- **VAT:** prices are inclusive of VAT, where required, at the applicable rate.
- **Performing Rights:** standard charge of £2.50 per session for PRS/PPL where applicable.
- **Public Holiday bookings:** charged at double the Standard rate due to additional costs to the Council (applies to Concession users as well).
- **Daily holding fee for rooms:** where a second room is reserved for intermittent use, but exclusive access is required, a daily fee of £25.00 applies.
- **Late night bookings:** Town Halls (Portadown & Lurgan) may operate up to 2.00am; other Community facilities should conclude by 11.00pm unless prior written approval is granted.
- **Alcohol:** the Council may grant a licence to consume alcohol at its discretion. Alcohol must not be consumed beyond 9.00pm, except in Town Halls where, subject to appropriate licences, alcohol may be consumed and sold until 12.00 midnight. The Council reserves the right to refuse a licence.

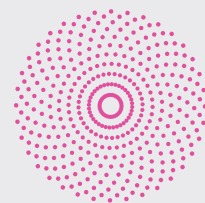
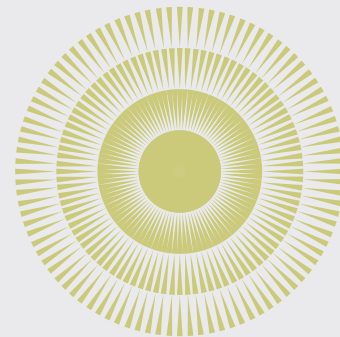
11 Cancellation Policy

- **Community Groups:** cancellations must be made with the Bookings Officer at least 48 hours (two working days) before the start of the booking; otherwise, fees may be incurred. Long-standing users may be allocated another date at the Manager's discretion.
- **Large productions / concerts / events:** a minimum of 10 days' notice is required to accommodate staff rotas and resources.
- Refunds will be issued only where the above terms are met, or in exceptional circumstances.



12 Conditions for Equipment Hire – External Use

1. No items will be hired unless a Resource Hire Form is completed and goods paid for in advance.
2. Items may be collected one day prior to usage and returned not later than 10.00am on the day following usage. Times kept in excess before or after will be charged at the appropriate rate.
3. Weekend use will count as one day provided items are returned not later than 10.00am on Monday.
4. Any damage or failure to return items may result in forfeiture of deposit. Where repair costs exceed the deposit, the Council reserves the right to recoup the excess from hirers.
5. All items must be returned clean. All catering equipment must be properly washed and dried prior to return; failure may result in forfeiture of deposit.
6. It is the responsibility of the hirer to check numbers of items and their condition at the time of collection/acceptance.
7. Transport of all goods/equipment is the responsibility of the hirer.
8. Suitable transport must be used when the hirer collects/returns resource items.
9. The Council reserves the right to alter these conditions without notice.



For further information please contact

Armagh City, Banbridge & Craigavon Borough Council

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🌐 armaghbanbridgecraigavon.gov.uk

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