

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

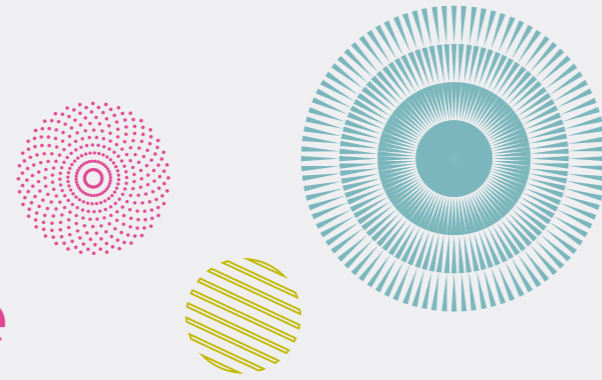
1 APRIL 2026 –  
31 MARCH 2027



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Armagh City  
Banbridge  
& Craigavon  
Borough Council



## 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 PERFORMANCE 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	£8.50	£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	-	-

## 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
<b>Birthday Party Package</b> 2 hours inclusive: Bouncy Castle, Room Hire and use of kitchen	£75.00	-	-
<b>Town Halls Stage Technician Package</b> As scheduled and cost per session. Support in stage design and technical support with sound and lighting.	£40.00	-	£50.00

## 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 request
Full Day (8 Hours)	£32.00	Yes	1 hour upon request

# 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

# 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

# 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.



# 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 (25m <sup>2</sup> )	£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

# 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.

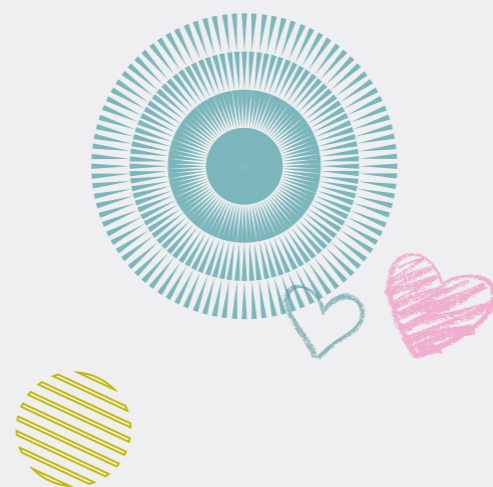
## IMPORTANT NOTES FOR VISITING COMPANIES / ORGANISERS

- 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.





**For further information please contact**

Armagh City, Banbridge & Craigavon Borough Council

 0300 0300 900

 [info@armaghbanbridgecraigavon.gov.uk](mailto:info@armaghbanbridgecraigavon.gov.uk)

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