

## Hitchin Town Hall & North Hertfordshire Museum - Indicative Programme of Events

Annex 1

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday								
	Town Hall	Museum	Town Hall	Museum	Town Hall	Museum	Town Hall	Museum	Town Hall	Museum	Town Hall	Museum	Town Hall	Museum							
<b>9 AM</b>	Community Use	Museum Closed	Community Use	Museum Closed	Community Use	Museum Closed	Community Use	Museum Closed	Community Use	Museum Closed	Community Use	Museum Closed	Community Use	Museum Closed							
<b>10 AM</b>				Museum Closed		Museum Closed		Museum Closed		Museum Closed											
<b>11 AM</b>			Community Use	Museum Open	Museum Open	Museum Open	Museum Open	Museum Open	Museum Open												
<b>12 PM</b>																					
<b>1 PM</b>				Museum Open	Museum Open	Museum Open	Museum Open	Museum Open	Museum Open	Museum Open											
<b>2 PM</b>	Community Use		Museum Closed	Community Use	Museum Open	Community Use	Museum Open	Community Use	Museum Open	Community Use		Museum Open		Community Use	Museum Open	Community Use	Museum Open				
<b>3 PM</b>																		Community Use	Community Use	Community Use	Community Use
<b>4 PM</b>																					
<b>5 PM</b>	Profit/Private Use		Museum Closed	Profit/Private Use	Museum Closed	Profit/Private Use	Museum Closed	Profit/Private Use	Museum Closed	Profit/Private Use		Museum Evening Events		Community Use	Museum Evening Events	Community Use	Museum Closed				
<b>6 PM</b>																					
<b>7 PM</b>																					
<b>8 PM</b>				Museum Closed		Museum Closed		Museum Closed		Museum Evening Events		Museum Evening Events		Museum Closed							
<b>9 PM</b>																					
<b>10 PM</b>																					
<b>11 PM</b>																					

Key	
Profit/Private Use	
Community Use	
Museum Closed	
Museum Standard Opening Hours	
Special Museum Events	
To be Programmed	
Total Commercial Use = 25 Hours	
Total Community Use = 60 Hours	

16 July 2015  
Version 2.0

### Projected Utilisation and Income Figures for Hitchin Town Hall

#### Town Hall Hire Rates (Assumes 25% Utilisation - 1083 Hirable Hours per annum)

Nature of Hire	Total Hirable Hours per week	Anticipated hours hire per week	% of Anticipated hires per week	Anticipated Income	Hourly Hire Rates
Profit	17	4.25	20%	£ 23,826.00	£ 110.00
Private Hire	17	4.25	20%	£ 17,328.00	£ 80.00
Community	51	12.75	60%	£ 32,490.00	£ 50.00
<b>Total</b>	<b>85</b>	<b>21.25</b>		<b>£ 73,644.00</b>	

#### Lucas Room Hire Rates (Assumes 25% Utilisation - 1083 Hirable Hours per annum)

Nature of Hire	Total Hirable Hours per week	Anticipated hours hire per week	% of Anticipated hires per week	Anticipated Income	Hourly Hire Rates
Profit	17	4.25	20%	£ 10,830.00	£ 50.00
Private Hire	17	4.25	20%	£ 7,581.00	£ 35.00
Community	51	12.75	60%	£ 16,245.00	£ 25.00
<b>Total</b>	<b>85</b>	<b>21.25</b>		<b>£ 34,656.00</b>	

#### Terrace Gallery Hire Rates (Assumes 25% Utilisation - 641 Hirable Hours per annum)

Nature of Hire	Total Hirable Hours per week	Anticipated hours hire per week	% of Anticipated hires per week	Anticipated Income	Hourly Hire Rates
Profit	9	2.25	23%	£ 14,792.31	£ 100.00
Private Hire	10	2.5	26%	£ 12,326.92	£ 75.00
Community	20	5	51%	£ 16,435.90	£ 50.00
<b>Total</b>	<b>39</b>	<b>9.75</b>		<b>£ 43,555.13</b>	

#### Town Hall & Lucas Room Hireable Hours

Days	Hours	Total Hours	Bank Holidays p/a	Bank Holiday Hours p/a	Total Hours Less B/H	Utilisation Forecast
2	15	30	8	88		25%
5	11	55				
		85	4420		4332	1083

#### Terrace Gallery Hireable Hours

Days	Hours	Total Hours	Bank Holidays p/a	Bank Holiday Hours p/a	Total Hours Less B/H	Utilisation Forecast
2	7	14	8	88		25%
5	5	25				
		39	2028		1940	485