

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							
9 AM	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							
:30																					
10 AM				Community Use	Community Use	Community Use	Community Use	Community Use	Community Use	Community Use		Community Use									
:30																					
11 AM																					
:30																					
12 PM																					
:30																					
1 PM					Museum Open		Museum Open		Museum Open			Museum Open			Museum Open		Museum Open				
:30																					
2 PM	Community Use		Community Use	Museum Open	Community Use	Museum Open	Community Use	Museum Open	Community Use	Museum Open		Museum Open	Community Use	Museum Open							
:30																					
3 PM																					
:30																					
4 PM																					
:30																					
5 PM	Profit/Private Use		Profit/Private Use				Profit/Private Use				Profit/Private Use			Profit/Private Use		Museum Evening Events	Museum Evening Events	Community Use	Museum Closed		
:30																					
6 PM																					
:30																					
7 PM																					
:30																					
8 PM				Museum Closed		Museum Closed		Museum Closed		Museum Evening Events		Museum Evening Events		Museum Closed							
:30																					
9 PM																					
:30																					
10 PM																					
:30																					
11 PM																					
:30																					

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
Total	85	21.25		£ 73,644.00	

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
Total	85	21.25		£ 34,656.00	

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
Total	39	9.75		£ 43,555.13	

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