

Kingston Reading Room hiring schedule of charges
Effective 1st February 2025

Charges schedule as agreed at the Management Committee on 19th November 2024

The Reading Room is available for all to use. Bookable sessions are from 8:30am to 1:30pm; from 1:30pm to 6:30pm and from 6:30pm to 11:30pm. If you need additional time to set up before your event or to clear away afterwards, then please include that time in your booking. Check available slots using our [events calendar](#).

Organisations based outside the Parish of Kingston

Private and commercial events for an organisation based outside the Parish of Kingston are charged at £16 per hour or part hour, including set up and clean up times for use of the main hall and £5 per hour or part hour for use of the downstairs meeting room.

Exclusive use of the Reading Room building by an organisation based outside the Parish of Kingston will be charged at £21 per hour or part hour.

Organisations based in the Parish of Kingston

Private and commercial events for an organisation based in the Parish of Kingston are charged at £8 per hour or part hour for use of the main hall, including set up and clean up times.

The downstairs meeting room is charged at £6 per session.

Subsidised hirings

Events for organisations that comply with the [objects](#) of the Reading Room Trust deed may be charged at a subsidised rate of £12 per session including set up and clean up.

Such an organisation must be non-profit making (which may be subject to financial review) and the event must be open to all residents of Kingston Parish and advertised in the Kingston Newsletter and on KEG Facebook page and be approved as such by the Management Committee at least one month in advance.

Kingston residents' parties

Kingston residents' parties are charged at a concessionary rate of £15 per session.

Bookings are recorded in the Reading Room bookings calendar, which can be found on the [What's On](#) page. Please check the calendar before requesting a booking.

These charge rates are effective from 1st February 2025 and will be reviewed annually by the Reading Room Management Committee.

Charge Rate Summary:

<u>Organisation type</u>		£	per
Outside the Parish of Kingston	Main Hall	16	hour
	Meeting Room	5	hour
In the Parish of Kingston	Main Hall	8	hour
	Meeting Room	6	session
Subsidised organisations	Main Hall	12	session
	Meeting Room	6	session
Kingston parties	Main Hall	15	session
	Meeting Room	6	session