

EPPING HALL

Hire Charges

ALL PRICES SUBJECT TO VAT @ 20%



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2020

HALL	Basic	Local Residents/Businesses	Charity
	£ Per hour	£ Per hour	£ Per hour
Monday - Friday			
0800 - 1800	17.90	15.65	13.15
1800 - 2300	27.00	22.85	14.80
2300 - 2400	49.85	30.50	27.45
Saturday			
0800 - 1800	52.20	44.40	28.70
1800 - 2300	57.80	50.15	31.70
2300 - 2400	66.55	56.55	35.55
Sunday			
1000-1800	58.50	51.70	-
1800-2230	62.60	55.90	-
FULL CONFERENCE ROOM (suitable for up to 50 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	24.00	15.65	13.20
1800 - 2300	27.75	17.90	15.30
2300 - 2400	36.15	32.40	19.90
Saturday			
0800 - 1800	26.50	22.45	15.10
1800 - 2300	35.65	30.40	19.65
2300 - 2400	53.00	45.00	27.85
Sunday			
1000-1800	36.05	32.00	-
CONFERENCE ROOM 1 or 2 (suitable for 10 to 15 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	15.65	13.15	8.55
1800 - 2300	17.70	15.30	9.90
2300 - 2400	32.40	27.50	17.75
Saturday			
0800 - 1800	22.45	19.10	12.30
1800 - 2300	32.40	27.55	17.75
2300 - 2400	49.50	42.10	27.20
BAR/GARDEN LOUNGE			
Monday - Friday			
0800 - 1800	13.60	11.70	7.45
1800 - 2200	16.00	13.70	8.80
KITCHEN & GARDEN LOUNGE (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	39.35	33.55	21.70
Kitchen (food servery)	104.90	87.20	57.05
Bar/Garden Lounge	43.55	43.55	43.55
HIRE OF PREMISES FOR ALL DAY WEDDING – Fully Inclusive Price			
Saturday	Non-Epping Resident	Epping Resident	Hire of Extra Items:
0800-2400	1025.00	880.00	Tablecloths (Each): £5 (Small) , £6 (Large)

EXTRAS

Rack seating: £50.00 per booking	Damage deposit: £200 (refundable)
Flasks: £6.95 (each flask serves 10 cups tea/coffee and includes biscuits)	Minimum booking: 2 hours

PAYMENTS

A deposit of £30 is payable to secure booking or total cost of booking if under £30.00.
 The balance must be paid at least ONE MONTH before the letting. If the letting is less than ONE MONTH from booking date, the full amount must be paid at time of booking. *Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only*

CANCELLATIONS

Deposits are **not** refundable. Balance is refundable **only** if more than **1 month's notice** of the cancellation is given or if the Hall can be let to another hirer for the cancelled period.