

JACK SILLEY PAVILION

Hire Charges



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

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CHARGES: Effective from 1 April 2026

	ESSEX ROOM			FOREST ROOM		
	Basic	Local	Charity	Basic	Local	Charity
	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour
Monday to Friday						
8am - 6pm	19.00	15.50	9.50	15.50	13.50	7.50
6pm - 11pm	21.00	18.50	10.50	18.00	15.00	9.00
11pm - 12am	31.00	26.50	15.50	26.00	22.00	13.50
Saturday and Sunday						
8am - 6pm	26.00	21.50	12.50	21.50	18.50	10.50
6pm - 11pm	30.00	25.00	15.00	26.50	21.00	12.50
11pm - 12am	53.00	45.00	26.50	42.50	35.50	21.50

NOTES: (1) There is a minimum charge of £40 for Sundays on both Essex and Forest Rooms

(2) There is no VAT to be added to the above charges

(3) Charging Structure:

Basic: All external Bookings,

Local: All Local Commercial or Local Private Functions and

Charity: All Local Organisations and Registered Charities

VARIATION TO BASIC CHARGES

Musical performances, other than family functions, will be charged a fee payable to the Performing Rights Society as follows:

For dances, discotheques etc.

£7.15 per session plus VAT

For aerobics, keep fit and dance classes

£3.10 per session plus VAT

PAYMENTS

A deposit of £30 is payable to secure booking **or** total cost of booking if under £30.00. The balance must be paid *one month* before the letting. If the letting is less than *one month* from booking date, the full amount must be paid at the time of booking. A Damage Deposit of £100 is also payable prior to all bookings and refundable provided no damage is sustained.

Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only.

CANCELLATIONS

Deposits to secure bookings are not refundable. Balance of the hire fee is refundable only if more than one month's notice of the cancellation is given or if the room(s) can be let to another hirer for the cancelled period.