

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 2024

HALL	Basic	Local Residents/Businesses	Charity
Monday - Friday	£ Per hour	£ Per hour	£ Per hour
0800 - 1800	22.00	19.50	16.50
1800 - 2300	33.00	28.00	18.50
2300 - 2400	61.00	37.50	33.50
Saturday			
0800 - 1800	64.00	54.50	35.00
1800 - 2300	71.00	61.50	39.00
2300 - 2400	81.50	69.50	43.50
Sunday			
1000-1800	72.00	63.50	-
1800-2230	76.50	69.00	-
FULL CONFERENCE ROOM (suitable for up to 50 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	29.50	19.50	16.50
1800 - 2300	34.00	22.00	19.00
2300 - 2400	44.00	40.00	24.00
Saturday			
0800 - 1800	32.50	27.50	18.50
1800 - 2300	43.50	37.50	24.00
2300 - 2400	65.00	55.00	34.00
Sunday			
1000-1800	44.00	39.50	-
CONFERENCE ROOM 1 or 2 (suitable for 10 to 15 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	19.50	16.50	10.50
1800 - 2300	21.50	19.00	12.00
2300 - 2400	40.00	33.50	21.50
Saturday			
0800 - 1800	27.50	23.50	15.00
1800 - 2300	40.00	33.50	21.50
2300 - 2400	61.00	51.50	33.00
BAR/GARDEN LOUNGE			
Monday - Friday			
0800 - 1800	17.00	14.00	9.00
1800 - 2200	19.50	17.00	10.50
KITCHEN & GARDEN LOUNGE (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	48.50	41.00	27.00
Kitchen (food servery)	128.50	107.00	70.00
Bar/Garden Lounge	53.50	53.50	53.50
HIRE OF PREMISES FOR ALL DAY WEDDING – Fully Inclusive Price			
Saturday	Non-Epping Resident	Epping Resident	Hire of Extra Items:
0800-2400	1256.00	1078.00	Tablecloths (Each): £5 (Small) , £6 (Large)

EXTRAS

Rack seating: £50.00 per booking	Damage deposit: £200 (refundable)
Flasks: £8.50 (each flask serves 10 cups tea/coffee)	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.