

EPHING HALL

Hire Charges

ALL PRICES SUBJECT TO VAT @ 20%



EPHING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2022

HALL	Basic	Local Residents/Businesses	Charity
Monday - Friday	£ Per hour	£ Per hour	£ Per hour
0800 - 1800	19.00	16.60	13.95
1800 - 2300	28.65	24.25	15.70
2300 - 2400	52.90	32.35	29.10
Saturday			
0800 - 1800	55.35	47.10	30.45
1800 - 2300	61.35	53.20	33.65
2300 - 2400	70.60	60.00	37.70
Sunday			
1000-1800	62.05	54.85	-
1800-2230	66.45	59.35	-

FULL CONFERENCE ROOM (suitable for up to 50 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	25.45	16.60	14.00
1800 - 2300	29.45	19.00	16.20
2300 - 2400	38.35	34.35	21.10
Saturday			
0800 - 1800	28.35	23.80	16.00
1800 - 2300	37.80	32.25	20.85
2300 - 2400	56.25	47.75	29.55
Sunday			
1000-1800	38.25	33.95	-

CONFERENCE ROOM 1 or 2 (suitable for 10 to 15 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	16.60	13.95	9.05
1800 - 2300	18.80	16.20	10.50
2300 - 2400	34.35	29.20	18.85
Saturday			
0800 - 1800	23.80	20.25	13.05
1800 - 2300	34.35	29.25	18.85
2300 - 2400	52.55	44.65	28.85

BAR/GARDEN LOUNGE			
Monday - Friday			
0800 - 1800	14.40	12.40	7.90
1800 - 2200	17.00	14.50	9.30

KITCHEN & GARDEN LOUNGE (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	41.75	35.60	23.00
Kitchen (food servery)	111.30	92.50	60.50
Bar/Garden Lounge	46.20	46.20	46.20

HIRE OF PREMISES FOR ALL DAY WEDDING – Fully Inclusive Price			
Saturday	Non-Epping Resident	Epping Resident	Hire of Extra Items:
0800-2400	1087.40	933.60	Tablecloths (Each): £5 (Small) , £6 (Large)

EXTRAS	
Rack seating: £50.00 per booking	Damage deposit: £200 (refundable)
Flasks: £7.35 (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.