

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 2023

HALL	Basic	Local Residents/Businesses	Charity
Monday - Friday	£ Per hour	£ Per hour	£ Per hour
0800 - 1800	21.00	18.50	15.50
1800 - 2300	31.50	26.50	17.50
2300 - 2400	58.00	35.50	32.00
Saturday			
0800 - 1800	61.00	52.00	33.50
1800 - 2300	67.50	58.50	37.00
2300 - 2400	77.50	66.00	41.50
Sunday			
1000-1800	68.50	60.50	-
1800-2230	73.00	65.50	-
FULL CONFERENCE ROOM (suitable for up to 50 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	28.00	18.50	15.50
1800 - 2300	32.50	21.00	18.00
2300 - 2400	42.00	38.00	23.00
Saturday			
0800 - 1800	31.00	26.00	17.50
1800 - 2300	41.50	35.50	23.00
2300 - 2400	62.00	52.50	32.50
Sunday			
1000-1800	42.00	37.50	-
CONFERENCE ROOM 1 or 2 (suitable for 10 to 15 people per booking depending on layout)			
Monday - Friday			
0800 - 1800	18.50	15.50	10.00
1800 - 2300	20.50	18.00	11.50
2300 - 2400	38.00	32.00	20.50
Saturday			
0800 - 1800	26.00	22.50	14.50
1800 - 2300	38.00	32.00	20.50
2300 - 2400	58.00	49.00	31.50
BAR/GARDEN LOUNGE			
Monday - Friday			
0800 - 1800	16.00	13.50	8.50
1800 - 2200	18.50	16.00	10.00
KITCHEN & GARDEN LOUNGE (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	46.00	39.00	25.50
Kitchen (food servery)	122.50	102.00	66.50
Bar/Garden Lounge	51.00	51.00	51.00
HIRE OF PREMISES FOR ALL DAY WEDDING – Fully Inclusive Price			
Saturday	Non-Epping Resident	Epping Resident	Hire of Extra Items:
0800-2400	1196.00	1027.00	Tablecloths (Each): £5 (Small) , £6 (Large)
EXTRAS			
Rack seating: £50.00 per booking			Damage deposit: £200 (refundable)
Flasks: £8.00 (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. <i>Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only</i>			
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.			