



## EAST COURT CHARGES 2015 - 2016

Accommodation	Monday - Friday		Weekends	
	Casual Minimum Booking 2 hours	Block Bookings Minimum Booking 12 x 2 hours in 12 month	Saturday Minimum Booking 6 hours	Sunday Minimum Booking 4 hours
	Hourly + VAT	Hourly + VAT	Hourly + VAT	Hourly + VAT
<b>Council Chamber</b>	£17.60	£12.15	Not available for single room hire at weekends	
<b>Cranston Suite</b>	£17.60	£12.15	Not available for single room hire at weekends	
<b>Main Hall</b>	£17.60	£12.15	£28.12	£22.00
<b>Cranston Suite &amp; Main Hall</b>	£33.00	£23.00	£49.65	£39.00

Main Kitchen	Fixed Charge + VAT	Fixed Charge + VAT	Fixed Charge + VAT	Fixed Charge + VAT
For period of room hire (Approved Charities receive a 75% discount)	£48.60	£48.60	£48.60	£48.60
	Hourly + VAT	Hourly + VAT	Hourly + VAT	Hourly + VAT
Outside of room hire	£11.40	N/A	£11.40	N/A

- 1 These charges are operative from 1.4.2015 to 31.3.2016
- 2 A breakage deposit of £250.00 shall be charged prior to the event (see note 4 (b) (iii)).
- 3 Booking times: Hire charge is hourly & must include all preparation & clearance time.  
Finishing Times: Functions to finish at 23:30hrs and guests to have left the building by 24:00hrs, a further charged 30 minutes will be allowed for clearing up
- 4 Alcohol Licence: Monday – Saturday until 23:00hrs and Sunday until 22:30hrs.  
A pay bar: Is available and **can only be** arranged by the Town Council.  
The sale of alcohol includes events where alcohol is included in the ticket price or no specific price is quoted per drink but “donations” are requested or accepted in respect of the alcohol. If the alcohol is given completely free of charge, a licence is not required for its sale
- 5 Hirers are responsible for leaving the premises in a generally clean and tidy condition  
And sufficient cleaning up time must be allowed for this purpose.
- 6 All hirers have use of the bar kitchen area, tables, chairs, cutlery and crockery at no extra charge.
- 7 The period of use must not exceed time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges.
- 8 Food and drink can only be prepared and served from the kitchen and bar area.
- 9 Under no circumstances must smoke/dry ice effects/fireworks or Chinese lanterns be deployed on Town Council premises nor may any decorations be affixed to the walls or ceilings.
- 10 East Court Mansion will be closed on Christmas Eve, Easter Sunday and all Bank Holidays.