



EAST COURT CHARGES 2016 – 2017

Accommodation	Monday – Thursday Hourly + VAT		Friday Hourly + VAT		Saturday – Sunday Hourly + VAT	
	Casual Minimum Booking 2 hours	Block Bookings 12 x 2 hours in 12 month	Casual Minimum Booking 2 hours	Block Bookings 12 x 2 hours in 12 month	Saturday Minimum Booking 6 hours	Sunday Minimum Booking 4 hours
Council Chamber	£17.60	£12.15	£17.60	£12.15	Not available for single room hire at weekends	
Cranston Suite	£17.60	£12.15	£17.60	£12.15	Not available for single room hire at weekends	
Main Hall	£17.60	£12.15	£17.60	£12.15	£28.12	£22.00
Cranston Suite & Main Hall	£33.00	£23.00	£36.00	£23.00	£49.65	£39.00

Main Kitchen	Monday – Thursday Fixed Charge + VAT		Friday Hourly + VAT		Saturday – Sunday Hourly + VAT	
	For Period of Hire	Outside of Room Hire	For Period of Hire	Outside of Room Hire	For Period of Hire	Outside of Room Hire
	£48.60	£48.60	£48.60	£48.60	£48.60	£48.60
	£11.40	£11.40	£11.40	N/A	£11.40	N/A

- These charges are operative from 1.4.2016 to 31.3.2017
- A breakage deposit of £250 shall be charged prior to the event (see note 4 (b) (iii)).
Booking times: Hire charge is hourly & must include all preparation & clearance time.
Finishing Times: Functions to finish and guests to have left the building by midnight a further charged 30 minutes will be allowed for clearing up
- Alcohol Licence: Monday – Saturday until 23:30hrs 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.
- 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.
- All hirers have use of the bar kitchen area, tables, chairs, cutlery and crockery at no extra charge.
- 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.
- Food and drink can only be prepared and served from the kitchen and bar area.
- 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.
- East Court Mansion will be closed on Christmas Eve, Easter Sunday and all Bank Holidays.
- The New Year’s Eve rate (Monday-Thursday) will be charged at the Friday rate.**