



EAST COURT CHARGES 2012 - 2013

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
Council Chamber	£16.60	£11.00	Not available for single room hire at weekends	
Cranston Suite	£16.60	£11.00	Not available for single room hire at weekends	
Main Hall	£16.60	£11.00	£26.00	£20.80
Cranston Suite & Main Hall	£31.20	£20.80	£46.80	£36.40
Wagg/Music Room	£7.30	£5.20	Not available for single room hire at weekends	

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)	£45.80	£45.80	£45.80	£45.80
	Hourly + VAT	Hourly + VAT	Hourly + VAT	Hourly + VAT
Outside of room hire	£10.50	N/A	£10.50	£10.50

1. These charges are operative from 1.4.2012 to 31.3.2013
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.
Alcohol Licence: Monday – Saturday until 23:00hrs and Sunday until 22:30hrs.
A pay bar is available at no extra charge and can only be arranged by the Town Council.
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. 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.
5. All hirers have use of the bar kitchen area, tables, chairs, cutlery and crockery at no extra charge.
6. 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.
7. Food and drink can only be prepared and served from the kitchen and bar area.
8. Under no circumstances must smoke/dry ice effects be deployed on Town Council premises nor may any decorations be affixed to the walls or ceilings.
9. East Court Mansion will be closed on Christmas Eve, Christmas Day, Boxing Day and Good Friday. An additional premium charge of £75.00 plus VAT will be charged for bookings on other bank holidays & Easter Sunday, recognising the Council's additional costs in such opening.