



## MERIDIAN HALL CHARGES 2016 – 2017

<i>Hall Hire / Booking Period</i>		Hourly + VAT	Block Booking Rate	Minimum Hire Period	
				April / September	October / March
<i>Monday – Thursday*</i>	<i>08:00 / 17.00</i>	£18.00	£17.60	2 hours	2 hours
	<i>17:00 / 00:30</i>	£25.00	£23.60	2 hours	2 hours
<i>Fridays</i>	<i>08:00 / 13.00</i>	£43.30	£17.60	4 hours	4 hours
<i>Fridays</i>	<i>13:00 / 00:30</i>	£43.30	Not available	4 hours	4 hours
<i>Saturdays</i>	<i>08:00 / 00:30</i>	£69.00	Not available	8 hours	4 hours
<i>Sundays</i>	<i>08:00 / 00:30</i>	£48.70	Not available	4 hours	4 hours

  

<i>Kitchen Hire</i>	Fixed Charge + VAT	Fixed Charge + VAT	Kitchen Hire	Hourly + VAT
<i>For the period of hall hire (Approved Charities receive a 75% discount)</i>	£96.40	£96.40	Charge outside hall hire per hour	£18.80

\*Includes Friday 08.00 / 13.00 block bookings

Periods of less than an hour will be rounded up.

1. These charges operative from 01.04.2016 to 31.03.2017.
2. A breakage deposit of £250 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 and guests must have left the building by Midnight. A further charged 30 minutes will be allowed for clearing up.  
 Kitchen Hire: When the Hall is booked for a minimum period of 8 hours there will be no charge for kitchen hire.  
 Where no cooking is to take place, regular/weekly/monthly hirers enjoy the use of the kitchen and bar areas at no extra charge.  
 Food and drink can only be prepared and served from the kitchen and bar Area. The bar is only available when the kitchen is hired.
4. Alcohol Licence: Monday – Saturday until 23:30hrs and Sunday until 22:30hrs.  
 Pay bar: Is available but **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. The above charges are for the hire of the Meridian Hall complex including the piazza, tables, chairs. Kitchen hire also includes crockery and cutlery.
6. 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
7. The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges. Charges are payable until the last person has left the premises
8. Under no circumstances must smoke/dry ice effects, Fireworks or Chinese lanterns be deployed on Town Council premises nor must any decorations be affixed to the walls or ceilings.
9. Closed on Christmas Eve, Good Friday, Easter Sunday, and all Bank Holidays.
10. **The New Year's Eve rate (Monday-Thursday) will be charged at the Friday rate.**