



MERIDIAN HALL CHARGES 2017 – 2018

Hall Hire / Booking Period		£ per hour	Block Booking	Minimum Hire Period	
Monday – Thursday *	08:00 / 17:00	£25.00	£21.12	2 hours	January / December
	17:00 / 00:30	£30.00	£28.32	2 hours	January / December
Friday	08:00 / 00:30	£55.00	Not Available	4 hours	January / December
Saturdays	08:00 / 00:30	£82.80	Not Available	8 hours	April / October
Saturdays	08:00 / 00:30	£58.44	Not Available	4 hours	November / March
Sundays	08:00 / 00:30	£58.44	Not Available	4 hours	January / December
Kitchen Hire with Hall Hire*	8 hours	Approved Charity Rate	April / October	November / March	
Fixed rate	No Charge	£28.92	£115.68	£58.44	
Ceiling Voile	£95.00	Alcohol	Pay Bar	£60.00	
			Own Alcohol	£120.00	

*Includes Friday 08.00 / 13.00 block bookings

* Use of Kitchen included in Block Bookings excluding cooking

* New Year's Eve (Monday-Thursday) at Friday rate

Periods of less than an hour will be rounded up.

1. These charges operative from 01.04.2017 to 31.03.2018.
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.**