



MERIDIAN HALL CHARGES 2012 – 2013

| Hall Hire / Booking Period | | Hourly + VAT | Minimum Hire Period | |
|----------------------------|---------------|--------------|---------------------|-----------------|
| | | | April / September | October / March |
| Monday - Thursday | 08:00 / 17:00 | £16.60 | 2 hours | 2 hours |
| | 17:00 / 00:30 | £22.90 | 2 hours | 2 hours |
| Friday | 08:00 / 13:00 | £16.60 | 2 hours | 2 hours |
| | 13:00 / 00:30 | £40.00 | 4 hours | 4 hours |
| Saturdays & Bank Holidays | 08:00 / 00:30 | £65.00 | 8 hours | 4 hours |
| Sundays | 08:00 / 00:30 | £40.00 | 4 hours | 4 hours |

| Kitchen Hire | Fixed Charge + VAT | Kitchen Hire | Hourly + VAT |
|--|--------------------|-----------------------------------|--------------|
| For the period of hall hire (Approved Charities receive a 75% discount) | £93.60 | Charge outside hall hire per hour | £18.20 |

Periods of less than an hour will be rounded up.

1. These charges operative from 01.04.2012 to 31.03.2013.
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 by 23:30hrs and guests to have left the building by 24:00hrs, 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. The above charges are for the hire of the Meridian Hall complex including the piazza, tables & chairs. Kitchen hire also includes crockery and cutlery.
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. 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.
7. Under no circumstances must smoke/dry ice effects be deployed on Town Council premises nor must any decorations be affixed to the walls or ceilings.
8. 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 and Easter Sunday, recognising the Council's additional costs to such opening.