

DEFINITIONS AND CONDITIONS

COMMERCIAL

Use by commercial individuals for the sale or promotion of their goods or services, or any other use producing personal gain.

SOCIAL, COMMUNITY AND CHARITY

Those activities which are provided for Social, Community and Charity purposes.

MULTIPLE BOOKINGS

Booking of any one hall for a minimum of 24 sessions of not less than 2 hours per session, within a period of 12 months.

REGULAR BOOKINGS

Bookings of any one hall for a minimum of 12 sessions of not less than 2 hours per session, within a period of 12 months.

CASUAL

Those bookings not within the two categories above. All casual bookings on Saturdays and Sundays must be for a minimum period of 3 hours.

BOOKING TIMES -

Are those on which entry and leaving will apply- appropriate preparation and/or clearing-up time should be taken into account when making a booking.

The Trustees reserve the right to cancel, at one month's notice, up to three bookings each year which will be in addition to the normal cancellations for Blood Transfusion Service and Elections.

The Trustees reserve the right to refuse the hire of the premises.

SINGLE BOOKINGS

Will be required to **pay a deposit of £100** four weeks before the date of hire against loss or damage, which will be refunded after the event subject to a satisfactory report from the Caretaker.

CANCELLATIONS

Please see Policy and Conditions of hire.

TELEPHONE

A coin box telephone is available to users of the Parish Halls - 01342 326162.

CONTACT FOR EMERGENCIES ONLY

Office Hours: 9.00am to 5.00 (Monday to Friday) 01342 323636
Out of Office hours 07804 508468

Clerk to the Trustees

EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead,
West Sussex, RH19 3LT
Tel: 01342 323636, Fax: 01342 327823



Acting in their Capacity as Trustees of The Parish Halls (Registered Charity No. 206371)

LETTING CHARGES

for use of the premises known as

THE LARGE PARISH HALL

DE LA WARR ROAD, EAST GRINSTEAD RH19 3BP

CHARGES OPERATIVE FROM 1st APRIL 2011

Unless otherwise shown all rates are **PER HOUR OR PART THEREOF.**

ALL BOOKINGS OF THE HALL MUST CEASE BY 11pm.

	Large Hall £
COMMERCIAL	
Multiple	13.80
Regular	15.90
Casual	18.20
SOCIAL, COMMUNITY & CHARITY	
Multiple	10.50
Regular	12.20
Casual	14.00

The Parish Halls are closed on Christmas Eve, Christmas Day, Boxing Day and Good Friday (except for bookings by bona fide religious groups that will only be accepted at the Council's discretion). A one-off additional premium charge of £75 will be charged for bookings on any Bank Holiday and Easter Sunday recognising the Council's additional costs in such opening and all such bookings will be for a minimum period of 4 hours.

BREAKAGES OR LOSSES WILL BE CHARGED AT COST

The Trustees hope to hold the above prices for one year from 1st April 2011, but reserve the right to amend them (after due notice) if found necessary.

Any special layout requirements must be notified in advance.

PLEASE NOTE

Smoking is not permitted under any circumstances in the building.