

EAST COURT CHARGES

2009 - 2010

	Monday - Friday		Weekend £ (per hr) Plus VAT
	Casual £ (per hr) Plus VAT	Block Bookings (a minimum of 12 two hour bookings in a 12 month period) £ (per hr) Plus VAT	
Accommodation:			
Council Chamber	£17.90	£12.20	£22.00
Cranston Suite	£14.70	£10.00	£18.20
Main Hall	£14.70	£10.00	£18.20
Main Hall + Cranston Suite	£26.10	£18.20	£32.70
Wagg/Music Room	£6.40	£4.70	£8.10
Kitchen:			
Self-catering for period of Room hiring	£42.00	N/A	£42.00
Charge outside of this period per hour	£9.30	N/A	£9.30

NB: Between 11pm and 12.30am an hourly charge of £65.00 + VAT will apply for hire of any part of the building.

- 1 These charges are operative from 1.4.2009 to 31.3.2010 and are subject to VAT at the standard rate.
- 2 The above charges are for the hire of East Court Mansion. Regular, weekly and/or monthly hirers will also enjoy the use of the kitchen and bar areas at no extra charge.
- 3 With the exception of the kitchen hire charges shown are per hour and apply for the period from which a booking for any part of the building commences until the event has been booked to conclude or until the building has been vacated, whichever is the later. Hirers must liaise with their own caterers regarding the length of time required for preparation and/or cleaning up.
- 4 All bookings are charged subject to a minimum hiring period of two hours, and three hours on Saturdays and Sundays. Periods of less than an hour will be rounded to the hour above.
- 5 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.
- 6 Food and drink can only be prepared and served from the kitchen and bar area. Where no cooking is to take place in the kitchen hirers are entitled to a 50% reduction in respect of kitchen hire fees and bona fide charitable groups and organisations will receive a 75% discount.
- 7 Hirers wishing to operate a pay bar are required to make their own arrangements with the licensee CJ's (telephone no 01342 301910).
- 8 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.
- 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 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 and will be charged at the appropriate rate.
- 10 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.

THERE IS A NO SMOKING POLICY IN OPERATION THROUGHOUT EAST COURT MANSION