

MERIDIAN HALL CHARGES

2009 - 2010

Booking Period	Social, Community & Charity	Business (minimum rate)
Main Hall	per hour	per hour
Monday to Friday 09:00 – 17:00	£18.20	£26.80
Monday to Friday 17:00 – 00:30	£24.00	£36.10
Saturdays, Sundays & Bank Holidays 09:00 – 00:30	£50.00	£50.00
Kitchen hire for the period of Main Hall hiring	£87.60	£87.60
Charge outside of this period per hour	£17.00	£17.00

- 1 These charges are operative from 1.4.2009 to 31.3.2010 and are VAT exempt.
- 2 The above charges are for the hire of the Meridian Hall complex including the piazza.
- 3 Regular, weekly and/or monthly hirers also enjoy the use of the kitchen and bar areas at no extra charge.
- 4 With the exception of 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.
- 5 All bookings are charged subject to a minimum hire period. Monday to Friday 09:00hrs to 00:30hrs this will be two hours, all day Saturdays, Sundays and Bank Holidays during the period 1st April to 30th September this will be eight hours and all day Saturdays, Sundays and Bank Holidays during the period 1st October to 31st March this will be 4 hours. Periods of less than an hour will be rounded up to the nearest hour.
- 6 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. Charges are payable until the last person has left the premises.
- 7 Food and drink can only be prepared and served from the kitchen and bar area. Bona fide charitable and community groups and organisations will receive a 75% discount on the kitchen hire charge. Where an eight hour minimum hire charge is in place there will be no charge for kitchen hire.
- 8 Hirers wishing to operate a pay bar are required to make their own arrangements with Lightservice Bar Services.
- 9 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.
- 10 The Meridian Hall will be closed on Christmas Eve, Christmas Day, Boxing Day and Good Friday.
- 11 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.
- 12 Functions must finish and guests left the building by 24:00hrs, a further charged 30 minutes will be allowed for clearing up.
- 13 **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDING.**