

## MERIDIAN HALL CHARGES

### 2011 - 2012

Booking Period	Social, Community & Charity	Business (minimum rate)
Main Hall	per hour	per hour
Monday to Thursday 08:00 – 17:00	£16.00	£27.50
Monday to Thursday 17:00 – 00:30	£21.00	£40.00
Fridays 08:00 – 13:00	£16.00	£27.50
Fridays 13:00 – 00:30	£40.00	£40.00
Saturdays & Bank Holidays 08:00 – 00:30	£60.00	£60.00
Sundays 08:00 – 00:30	£40.00	£40.00
Kitchen hire for the period of Main Hall hiring	£90.00	£90.00
Charge outside of this period per hour	£17.50	£17.50

- 1 These charges operative from 1.4.2011 to 31.3.2012 are subject to VAT at standard rate.
- 2 The above charges are for the hire of the Meridian Hall complex including the piazza.
- 3 Regular, weekly/monthly hirers 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 as follows:  
Monday to Thursday – 2 hours;  
Fridays – 4 hours;  
Saturdays, Sundays and Bank Holidays (March – October) – 8 hours;  
Saturdays, Sundays and Bank Holidays (November – February) – 4 hours.  
Periods of less than an hour will be rounded up.
- 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 Food and drink can only be prepared and served from the kitchen and bar area. Bona fide charitable and local community groups and organisations will receive a 75% discount on the kitchen hire charge. When the Hall is booked for a minimum period of 8 hours 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. The bar is only available for use when the kitchen is hired
- 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 is 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.
- 14 Wedding Packages – For Meridian Hall weddings an all-inclusive per head package is available, including Hall hire, from the official caterers.
- 15 All bookings are subject to the detailed terms and conditions in being at the time the booking is made.