



EAST COURT CHARGES 2019 – 2020

Hall Hire / Booking Period		£ per hour	Block Booking	Minimum Hire Period	
Cranston Suite / Main Hall / Council Chamber					
Monday - Friday	08:00 / 00:30	£22.00	£14.58	2 hours	January / December
Main Hall Only		Council Chamber and Cranston Suite not available for single hire			
Saturday	08:00 / 00:30	£35.00	Not Available	6 hours	April / October
	08:00 / 00:30	£26.40	Not Available	4hours	November / March
Sunday	08:00 / 00:30	£26.40	Not Available	4 hours	January / December
Main Hall & Cranston Suite					
Monday - Thursday	08:00 / 00:30	£39.60	£27.60	2 hours	January / December
Friday	08:00 / 00:30	£43.20	£27.60	2 hours	January / December
Saturday	08:00 / 00:30	£59.58	Not Available	6 hours	April / October
	08:00 / 00:30	£46.80	Not Available	4 hours	November / March
Sunday	08:00 / 00:30	£46.80	Not Available	4 hours	January / December
Kitchen Hire with Hall Hire	8 hours	Approved Charity Rate	April / October	November / March	
Fixed rate		No Charge	£28.92	£58.32	£58.32
Alcohol		Pay	£60.00	Own Alcohol	£60.00

*Block Booking 12 x 2 hours in 12 months

1. A breakage deposit of £250 may be applicable
 Booking times: Hire charge is hourly & must include all preparation & clearance time.
 Finishing Times: Functions to finish and guests to have left the building by midnight a further charged 30 minutes will be allowed for clearing up
2. Alcohol Licence: Monday – Saturday until 23:30hrs and Sunday until 22:30hrs.
3. 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.
4. All hirers have use of the kitchenette, tables, chairs, cutlery and crockery
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. East Court Mansion will be closed on Christmas Eve, Easter Sunday and all Bank Holidays.
7. The New Year's Eve rate (Monday-Thursday) will be charged at the Friday rate.
8. East Grinstead Town Council Staff will set out the room as per your specific layout

Please see full terms and conditions