



EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Web site: www.eastgrinstead.gov.uk **E mail:** bookings@eastgrinstead.gov.uk

Tel: (01342) 335056

Town Clerk: Mrs J W Holden IRRV (Hons) CMgr MCMI



HIRE CHARGES FOR MERIDIAN HALL 2020 – 2021

Hall Hire / Booking Period		£ per hour	Block Booking	Minimum Hire Period	
Monday – Thursday	08:00 / 17:00	£25.00	£21.12	2 hours	January / December
	17:00 / 00:30	£30.00	£28.32	2 hours	January / December
Friday	08:00 / 00:30	£55.00	Not Available	4 hours	January / December
Saturdays	08:00 / 00:30	£82.80	Not Available	8 hours	April / October
Saturdays	08:00 / 00:30	£58.44	Not Available	4 hours	November / March
Sundays	08:00 / 00:30	£58.44	Not Available	4 hours	January / December
Kitchen Hire with Hall Hire		8 Hours	Approved Charity Rate	January / December	
Fixed Rate		No Charge	£28.92	£58.44	
Ceiling Voile		£100	Alcohol	Pay Bar Private Bar	£60 £130

*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
9. Use of private courtyard

Please see full terms and conditions