



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 EAST COURT 2021 – 2022

East Court Mansion House	Monday – Thursday £per hr, incl vat	Friday £per hr, incl vat	Saturday £per hr Minimum booking 6 hrs	Sunday £per hr Minimum booking 4 hrs
Cranston Suite 08.00 – 00.30	£22.00	£22.00	Not available for single hire at weekends	
Council Chamber 08.00 – 00.30	£22.00	£22.00	Not available for single hire at weekends	
Mayors Parlour 08.00 – 00.30	£18.00	£18.00	Not available for single hire at weekends	
Main Hall 08.00 – 00.30	£22.00	£22.00	£35.00	£26.40
Main Hall Sat Winter Rate 08.00 – 00.30			Nov- Mar incl, 4hr min £26.40	
Cranston Suite & Main Hall 08.00 – 00.30	£39.60	£43.20	£59.58	£46.80
Cranston Suite & Main Hall Sat Winter Rate* 08.00 – 00.30			Nov- Mar incl, 4hr min £46.80	
East Court Kitchen	For period of room hire, fixed charge		£58.32	

Meridian Hall (Including piazza)	£ per hr	Minimum Hire Period											
		Apr.	May	Jun.	Jul.	Aug.	Sep	Oct.	Nov.	Dec.	Jan.	Feb.	Mar
Monday to Thursday 08.00 – 17.00	£25.00	2 hours						2 hours					
Monday to Thursday 17.00 – 00.30	£30.00	2 hours						2 hours					
Fridays : 08.00 – 00.30	£55.00	4 hours						4 hours					
Saturdays 08.00 – 00.30	£82.80	8 hours						***					
Saturdays – Winter Rate* 08.00 – 00.30	£58.44	***						4 hours					
Sunday 08.00 – 00.30	£58.44	4 hours						4 hours					
Meridian Kitchen	Fixed charge or the period of hire						£58.44 - Free if over 8 hour hire						
Ceiling Voile	Fixed charge or the period of hire						£100						

- The above charges are operative from 1st April annually and are inclusive of VAT at the standard rate.
- A breakage deposit of **£250.00** shall be charged prior to the event. Hirers are responsible for leaving the premises, including the kitchen and any items used, in a clean and tidy condition and sufficient cleaning up time must be allowed for this purpose.

The Ceremony Hour Cost at East Court (the use of one of our licensed rooms)*		
2019-2020	Monday – Thursday	Friday - Saturday
East Court Mansion	£300.00 inc vat	£348.00 inc vat
Meridian Hall	£348.00 inc vat	£390.00 inc vat

***Please note:** The registrar's fee is **NOT** included and needs to be booked and paid directly with them. Please contact the ceremonies team at the Registration Office in West Sussex to organise this, **01243 642122**