

The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

SCALE OF HIRE CHARGES – from 1st April 2015

The Limes (Main) Hall

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£11.00	£22.00
6.00pm – 10.00pm	£16.00	£32.00
Saturday		
10.00am – 6.00pm	£16.00	£32.00
6.00pm – 11.00pm	£26.00	£46.00
10.00am – 11.00pm	£240.00	£420.00
Sunday		
10.00am – 9.00pm	£21.00	£36.00

Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£6.00	£16.00
6.00pm – 10.00pm	£11.00	£21.00
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£11.00	£16.00
6.00pm – 11.00pm	£16.00	£26.00

Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£3.50	£7.00
6.00pm – 10.00pm	£6.00	£12.00
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£8.50	£12.00
6.00pm – 11.00pm	£11.00	£22.00

Appendix 5

Charging Bands	Scale 1	Scale 2
	This rate is specifically for Epping Forest Council House Tenants and EFDC Residents on Income Support/ Housing Benefit. This will be strictly applied and evidence will be required	Non Residents, Weddings, Registered Charities, not for profit organisations

PAYMENTS

- A deposit of 25% of the hire fee is payable with the application
- The balance must be paid at least **ONE MONTH** before the letting
- If the letting is less than one month from the booking date, the full amount must be paid at the time of booking
- A refundable damage deposit fee of £500 for adult parties and £100 for children's parties

Cheques should be made payable to Epping Forest District Council and crossed a/c Payee Only. Credit/Debit card payments are also taken

CANCELLATIONS

- Booking deposits are **not** refundable
- For general bookings, the balance is refundable only if more than **four week's notice** of the cancellation is given **or**, if shorter notice is given, the hall can be let to another hirer for the cancelled period
- For Wedding cancellations, a scale of cancellation fees applies according to period of notice given

Bookings may be made by telephone on

01992 564561

A completed application form and a non-returnable