

# The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

**SCALE OF HIRE CHARGES – from 1<sup>st</sup> April 2015**

## The Limes (Main) Hall

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

## Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
<b>Monday to Friday</b>		
9.00am – 6.00pm	£6.00	£16.00
6.00pm – 10.00pm	£11.00	£21.00
<b>Saturday &amp; Sunday (9pm only)</b>		
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
<b>Monday to Friday</b>		
9.00am – 6.00pm	£3.50	£7.00
6.00pm – 10.00pm	£6.00	£12.00
<b>Saturday &amp; Sunday (9pm only)</b>		
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