



The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

SCALE OF HIRE CHARGES – from 1st April 2019

The Limes (Main) Hall

	Charges per hour	
	Scale 1 – Regular Hirers	Scale 2 – Standard Rate
Monday to Friday		
9.00am – 6.00pm	£13.25	£26.50 (21.20)
6.00pm – 10.00pm	£18.25	£36.50 (29.20)
Saturday		
10.00am – 6.00pm	£18.25	£38.50 (30.80)
6.00pm – 11.00pm	£29.50	£50.00 (40.00)
Sunday		
10.00am – 9.00pm	£29.50	£50.00 (40.00)

Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£9.25	£19.50 (15.60)
6.00pm – 10.00pm	£14.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£15.25	£25.50 (20.40)
6.00pm – 11.00pm	£20.50	£31.00 (24.80)

Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£6.25	£12.50 (10.00)
6.00pm – 10.00pm	£12.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£12.25	£24.50 (19.60)
6.00pm – 11.00pm	£16.25	£32.50 (26.00)

Charging Bands	Scale 1	Scale 2
	This rate is specifically for regular hirers (and not for profit organisations)	Standard rate less 20% if EFDC resident or Charity. Profitable organisations to pay full charge.

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 £250 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 deposit of 25% of the hire fee along with a security deposit cheque are required before the letting can be confirmed.