



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.