

BUCKHURST HILL PARISH COUNCIL

WOOLLARD CENTRE
Loughton Way Buckhurst Hill
Essex IG9 6AD

RODING VALLEY HALL
Station Way Buckhurst Hill
Essex IG9 6LN

SCALE OF CHARGES – REGULAR HIRE 1 April 2017

NOT FOR PROFIT ORGANISATIONS

MAIN HALL (includes Kitchen)	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£15	£20
Saturday	£25	£30
All day Saturday (10am-11pm)	£313	
Sunday (10am-6pm only)	£36	

WOOLLARD CENTRE MEETING ROOMS (No kitchen available)
STAG (Upstairs) & ROEBUCK (Downstairs) – Max 25 persons

	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£12	£15
Saturday	£16	£21
Sunday (10am-6pm only)	£16	

COMMERCIAL ORGANISATIONS

MAIN HALL (includes Kitchen)	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£18	£23
Saturday	£36	£50
All day Saturday (10am-11pm)	£511	
Sunday (10am-6pm only)	£50	

WOOLLARD CENTRE MEETING ROOMS (No kitchen available)
STAG (Upstairs) & ROEBUCK (Downstairs) – Max 25 Persons

	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£15	£19
Saturday	£23	£33
Sunday	£23	

STORAGE

For Organisations hiring at least once per week, subject to availability

	WEEKLY CHARGE
Large (Woollard Centre)	£12
Small (Woollard Centre)	£6
Floor area (Roding Valley Hall)	£2

PLEASE NOTE

- **Minimum hire charge: 3 hours for Halls, 2 hours for meeting Rooms**
- **Commercial Lettings accepted prior to April 2010 of less than three hours will be subject to an additional charge of £9.00 per session**
- 10% discount for hirers residing in the parish of Buckhurst Hill
- 10% reduction for regular weekly bookings, payable three months in advance.
- No hires on Christmas Eve, Christmas/New Year Holidays, New Years Eve or Bank Holidays

REGULAR HIRERS' PAYMENT/CANCELLATION FEES

Regular hires will be invoiced quarterly. All fees are payable three months in advance of the hire period. Three months' notice is required for cancellation of contract. One month's notice is required for cancellation of a single session.

Full details in Regulations & Conditions of Hire