

# The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

**SCALE OF HIRE CHARGES – from 1<sup>st</sup> April 2016**

## The Limes (Main) Hall

	Charges per hour	
	Scale 1	Scale 2
<b>Monday to Friday</b>		
9.00am – 6.00pm	£12.00	£24.00
6.00pm – 10.00pm	£17.00	£34.00
<b>Saturday</b>		
10.00am – 6.00pm	£17.00	£34.00
6.00pm – 11.00pm	£27.00	£47.00
10.00am – 11.00pm	£250.00	£450.00
<b>Sunday</b>		
10.00am – 9.00pm	£27.00	£47.00

## Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
<b>Monday to Friday</b>		
9.00am – 6.00pm	£8.00	£18.00
6.00pm – 10.00pm	£13.00	£23.00
<b>Saturday &amp; Sunday (9pm only)</b>		
10.00am – 6.00pm	£13.00	£18.00
6.00pm – 11.00pm	£18.00	£28.00

## Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
<b>Monday to Friday</b>		
9.00am – 6.00pm	£5.00	£10.00
6.00pm – 10.00pm	£11.00	£22.00
<b>Saturday &amp; Sunday (9pm only)</b>		
10.00am – 6.00pm	£10.00	£20.00
6.00pm – 11.00pm	£15.00	£25.00

Appendix 6

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, also registered charities	Non Residents, Weddings, 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