

# HORLEY TOWN COUNCIL

**Edmonds Community Hall, Albert Rooms, Albert Road, Horley RH6 7HZ**

The premises comprise a hall, approximately 22 ft x 40 ft, a fitted kitchen, ladies', gentlemen's and disabled toilets, a wheelchair access ramp and 15 parking spaces. The building is in a residential area so some noise issues do apply. (Maximum hire = 60 People)

## SCALE OF HIRE CHARGES - Effective 1 January 2018

Session	Weekdays		Session	Saturday Whole Session	Sunday Whole Session
<b>Morning</b>	£		9.00 – 14.00 hrs	£	£
Up to 2 hours	<b>27.00</b> (regular)			<b>48</b> (regular)	<b>48</b> (regular)
Whole session	<b>35.00</b> (regular)			<b>32</b> (2 hrs regular)	<b>32</b> (2 hrs regular)
Ad Hoc Booking	<b>48.00</b> (ad hoc)			<b>80</b> (ad hoc)	<b>80</b> (ad hoc)
<b>Afternoon</b>	£		14.00 – 18.00 hrs	£	£
Up to 2 hours	<b>27.00</b> (regular)			<b>48</b> (regular)	<b>48</b> (regular)
Whole session	<b>35.00</b> (regular)			<b>32</b> (2 hrs regular)	<b>32</b> (2 hrs regular)
Ad Hoc Booking	<b>48.00</b> (ad hoc)			<b>80</b> (ad hoc)	<b>80</b> (ad hoc)
<b>Evening</b>	£		18.00 – 23.30 hrs	£	£
Up to 2 hours	<b>29.00</b> (regular)			<b>120</b>	<b>80</b>
Whole Session	<b>40.00</b> (regular)		Sundays:		
Ad Hoc Mon-Thur	<b>65.00</b> (ad hoc)		18.00 – 22.00 hrs		
Ad Hoc Friday	<b>90.00</b> (ad hoc)				
			<b>£15 for use of AV equipment (regular hirers)</b> <b>£25 for use of AV equipment (ad hoc hirers)</b>		

**Notes** Conferences with the use of AV equipment and conference tables - rates on application  
 Children's parties restricted to 0 – 12 yrs. Other Parties subject to prior discussion

## PENALTY CLEANING CHARGES

Service	Charge
<b>Cleaning, in accordance with Conditions of Hire, when the hirer has failed to observe conditions regarding the cleaning of the premises.</b>	<b>£20 per hour</b>
<b>Removal of Rubbish, in accordance with Conditions of Hire, when the hirer has failed to observe conditions regarding the removal of rubbish.</b>	<b>£10 per bag</b>

**A deposit of £100.00 is required at the time of booking for midweek events, and £150.00 is required for weekend events.** This is refundable provided that all hiring conditions have been observed and no damage has occurred. The Council reserves the right to vary the above charges at its discretion.