

# 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 2022

### 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** (includes kitchen with Roebuck only)  
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** (includes kitchen with Roebuck only)  
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

### PLEASE NOTE

- Minimum hire charge: 2 hours for Halls, 2 hour for meeting Rooms
- 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