

EASSIE and NEVAY HALL (ENKCA) : LETTING FEES

Facility	Private Hires		ENKCA Members	
	Hour	Day	Hour	Day
Room 1	£5	£30	£4	£24
Room 2	£5	£30	£4	£24
Café	£15	£90	£10	£60
Kitchen*	£5	£30	£5	£30
Main Hall	£20	£120	£15	£90
Full Venue	£50	£300	£35	£200

Notes

Kitchen* : this charge only applies when hot food catering (either preparation on site or reheating pre-prepared food) is undertaken. The use of utensils, cutlery, crockery and glassware is included.

The use of the kitchen for plating cold food, making hot drinks and the use of utensils, cutlery, crockery and glassware is included in the café and main hall hire charges.

The main hall charge includes the use of tables, chairs, staging and the bar facilities. An additional fee will be charged if the hirer requires ENKCA to set out tables, chairs and staging (see below).

Possible Additional Services / Charges

Cleaning: Hall users are requested to leave the hall in a clean and tidy condition in readiness for the next user or elect to bear the cost of a cleaning charge. This charge is continually reviewed and presently costed at a maximum of £40 for cleaning, restricted to the toilets, kitchen, café, main hall & entrance areas.

When the let is booked for a party/wedding etc, a deposit may be required at the discretion of the Booking Secretary. This is to cover costs should the hall not be left in a satisfactory condition acceptable for the next let. The hirer must make themselves available for a joint survey immediately following contact from the designated Director if the hirer contests the Directors' decision to retain the deposit.

Setting up & removal of tables/chairs: this service can be offered provided prior arrangement is made with the Booking Secretary. The charge may be up to £30, dependent on the number of items required.

Setting up & removal of staging: this service can be offered provided prior arrangement is made with the Booking Secretary. The charge may be up to £18, dependent on amount of staging required – maximum size available is 18 m².

Use of, setting up & removal of AV Equipment – use of ENKCA AV equipment may be made available to private lets at the discretion of the Directors and provided prior arrangement is made with the Booking Secretary. A charge of up to £40, dependent on the items required, may be applicable.

Booking the hall : Contact Mary Marshall on 01307 840 415 OR

email gm.mm@btinternet.com

To secure the booking ENKCA require a deposit of 25% with the balance payable on the day of the event. In addition a returnable deposit may be required – see above.