

**COLUMBINE CENTRE, WALTON-on-the-NAZE**

**Schedule of Hire Charges from July 2022**

<u>Type of hire</u>	<u>Permitted Times</u>	<u>Rate</u>
1. Regular & Small Events	9am to 12 Midnight	£17.00ph
2. Small Events Plus	9am to 12 Midnight	£25.00ph
3. Medium Events	9am to 12 Midnight	£30.00ph
4. Medium Events Plus	9am to 12 Midnight	£40.00ph
5. Large Events	9am to 12 Midnight	£50.00ph
6. Large Events Plus	9am to 12 Midnight	£55.00ph

Notes

1. Regular & Small Events is the rate for the hire for The Meadow Suite is £17.00 ph and **The Connaught Room is £10 per hour.**
2. Small Events Plus is applied where the hirer wants extras including seating (tables and/or chairs) and the sound system.
3. Medium Events is the rate for parties and wedding receptions for less than 100 people, for the hire of the Meadow Suite only
4. Medium Events Plus rate is applied where the hirer wants extras including seating (tables and/or chairs) and the sound system.
5. Large Events includes parties, wedding receptions, coach parties, conferences and large events of more than 100 people. This rate includes Meadow Suite, Connaught Room, lighting and radio microphone.
6. Theatre and Large Events Plus includes all the items in 5 plus the hire of the tiered seating and the sound system.
7. Maximum number of people allowed is up to 300, depending on the event.
8. Hire rates are the same for each day and Bank Holidays.
9. Each hire is risk assessed and we reserve the right to ask for a deposit to protect the Council against any damage that may occur. This could be between £250-£1000 depending on the risk.

Charges will be made at the ruling rate at the time of booking.

All bookings are subject to our terms and conditions of hire.

**Columbine Centre (Frinton & Walton Town Council VAT 623 1427 73)**  
Princes Esplanade, Walton-on-the-Naze, Essex, CO14 8PZ