

# 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 – SINGLE HIRE 1 April 2025

### PRIVATE FUNCTIONS – parties, wedding receptions, anniversaries

**MAIN HALL** (includes Kitchen)

#### HOURLY HIRE CHARGES

	Before 6pm	After 6pm
Monday – Friday	£18.50	£27
Saturday & Sunday (Sun 10-6)	£34.50	£48.50

#### WOOLLARD CENTRE MEETING ROOM

STAG (Upstairs) – Max 25 Persons  
Roebuck (Downstairs) – Max 25 Persons

#### HOURLY HIRE CHARGES

	Before 6pm	After 6pm
Monday – Friday	£14.50	£17.50
Saturday & Sunday (Sun 10-6)	£22.00	£31.00

A Contingency deposit fee of £100, which will be banked, is also charged and is payable at the time of booking.

#### PLEASE NOTE

- **Minimum hire charge: 2 hours for Halls, 2 hours for meeting Room**
- No hires on Christmas Eve, Christmas/New Year Holidays, New Year's Eve or Bank Holidays

#### SINGLE HIRERS' PAYMENT/CANCELLATION FEES

All fees are payable in full at the time of booking.

In the event of cancellation of a booking by the hirer, a request to cancel must be received by the Council in writing.

Subject to this overriding condition, if notice of cancellation is received in excess of 180 days prior to the date of hire 75% of the paid hire charge will be refunded.

If such notice is received 90 or more days prior, but less than 180 days, to the date of hire 50% of the paid hire charge will be refunded.

Cancellation notices received 30 days prior, but not more than 90 days will be refunded 25% of the paid hire charge.

Notices of cancellation received less than 30 days before the date of hire will forfeit the right to any refund.

Full details in Regulations & Conditions of Hire