

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 2026

NOT FOR PROFIT ORGANISATIONS

MAIN HALL (includes Kitchen)	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£15.50	£20.50
Saturday & Sunday	£25.75	£31.00
Sunday (10am-6pm only)		

WOOLLARD CENTRE MEETING ROOM

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

	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£12.25	£15.50
Saturday & Sunday	£16.50	£21.50
Sunday (10am-6pm only)		

COMMERCIAL ORGANISATIONS

MAIN HALL (includes Kitchen)	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£18.50	£23.75
Saturday & Sunday	£37.00	£51.50
Sunday (10am-6pm only)		

WOOLLARD CENTRE MEETING ROOM

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

	HOURLY HIRE CHARGES	
	Before 6pm	After 6pm
Monday to Friday	£15.50	£19.50
Saturday & Sunday	£23.50	£34.00
Sunday (10am-6pm only)		

STORAGE

For Organisations hiring at least once per week, subject to availability

	WEEKLY CHARGE
Large (Woollard Centre)	£12.50
Small (Woollard Centre)	£6.25

PLEASE NOTE

- **Minimum hire charge: 2 hours for Halls, 2 hours for meeting Room**
- 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