

The Limes Centre, Chigwell

A new facility for the whole community



OPENING IN THE NEW YEAR 2012

Bookings
are now
being taken

The Limes Centre is a new community facility with spaces available for hire for children's parties, fitness classes, wedding receptions and meetings.

The Centre is fully accessible

Please note that hire charges vary according to time and day of hire. The discounted rates are available for Limes Farm residents only.

Limes Hall

Capacity 150 - 200. Kitchen facilities
Hourly hire charges from £10 to £35

Limes Activity Room

Capacity 50. Tea making facilities
Hourly hire charges from £5 to £25

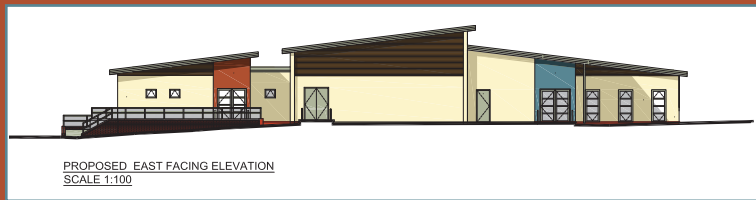
Limes Meeting Room

Capacity 12
Hourly hire charges from £2.50 to £20

To book a hall or room at The Limes Centre or for more information call:

01992 564302

Email: csreception@eppingforestdc.gov.uk
or see www.eppingforestdc.gov.uk
for details of the Centre's programme of activities.



PROPOSED EAST FACING ELEVATION
SCALE 1:100



Epping Forest
District Council

The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

Hire charges for 1 October 2011 to 31 March 2012

The Limes Hall (capacity 200 plus full kitchen facilities)

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9am to 6pm	£10	£20
6pm to 10pm	£15	£30
Saturday		
10am to 6pm	£15	£30
6pm to 11pm	£25	£45
10am to 11pm	£220	£400
Sunday		
10am to 9pm	£20	£35

Limes Activity Room (capacity 50 plus tea making facilities)

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9am to 4pm	£ 5	£15
6pm to 10pm	£10	£20
Saturday and Sunday		
10am to 6pm	£10	£15
6pm to 10pm	£15	£25

Limes Meeting Room (capacity 12)

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9am to 4pm	£2.50	£5
6pm to 10pm	£5	£10
Saturday and Sunday		
10am to 6pm	£7.50	£10
6pm to 10pm	£10	£20

The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

Charging bands

Scale 1 - for residents of Limes Farm, other than weddings.

Scale 2 - for weddings, registered charities, not for profit organisations.

Variations to basic charges

Christmas Eve, New Year's Eve, Bank Holidays, etc - Sunday rate plus 25%.

Additional hours before 10am - hourly rate plus 25%.

Payments

A deposit of 25% of the hire fee is payable with the application.

The balance must be paid at least **one month** before the hire date.

If the hire date is less than one month from the booking date, the full amount must be paid at the time of booking.

Payments can be made by credit or debit card or by cheque.

Cheques should be made payable to **Epping Forest District Council** and crossed **a/c payee only**.

Cancellations

Deposits are not refundable.

For general bookings, the balance is refundable only if more than 4 week's notice of the cancellation is given or, if shorter notice is given, the hall can be let to another hirer for the cancelled period.

For wedding cancellations, a scale of cancellation fees applies according to period of notice given.

Bookings

Provisional bookings may be made by telephone on 01992 564302.

Provisional bookings are held for **one month only**.

A completed application form and a non-returnable deposit of 25% of the hire fee are required before the letting can be confirmed.

Want to know more

Call us on 01992 564302 or email csreception@eppingforestdc.gov.uk for more information.