



Notley Green Community Association (NGCA)
Registered Charity Number 1058443

NGCA Hall Hire Fee Rates from 1 August 2009 (minor updates October 2014, fee rate changes will be posted on notice boards in advance)

Main Hall	08:30 - 22:00	22:00 - 00:00	00:00 - 01:00	All other times	CDD: £50
Mon-Fri	£17.50	£26.50	£46.00	£100	Max #: 168
Sat-Sun	£23.00	£32.00	£46.00	£100	
Features: 140 chairs and 17 x 5ft tables					
Approx. 150 sq m, wooden floor, high ceiling, toilets, disabled toilet, external hard and grass area.					

Committee Room	08:30 - 22:00	22:00 - 00:00	00:00 - 01:00	All other times	CDD: £50
Mon-Fri	£14.00	£26.50	£46.00	£100	Max #: 40 - 50
Sat-Sun	£17.50	£32.00	£46.00	£100	
Features: 48 chairs and 18 x 4ft tables					
Approx. 56 sq m, next to car park, toilets					

Pre-School Room (Not normally for hire)	08:30 - 22:00	22:00 - 00:00	00:00 - 01:00	All other times	CDD: £50
Mon-Fri	£14.00	£26.50	£46.00	£100	Max #: 30 - 40
Sat-Sun	£17.50	£32.00	£46.00	£100	
Features: Children size: 22 + 4 = 26 chairs, 8 + 1 = 9 tables					
Approx. 56 sq m, children's chairs, tables & en suite toilets, adjacent unisex adult toilet, enclosed hard play area					

Rates above are per hour or part thereof. Minimum charge of two hours per booking.

Official hours of opening for hall hire is 08:30 to 22:30

Hirers' time for setup / clean / tidy up will be charged at the rates above and may be outside official hours

A Non-Refundable deposit of 20% of hire fee required on reservation.

Applicable Terms and Conditions will be provided on request and at time of booking.

NB: Conduct & Damage Deposit (CDD) will be refunded within 2 weeks after hire and upon satisfactory exit report.

NB: Where alcohol is to be served, the CDD required is double the rates quoted above.