



Notley Green Community Association (NGCA)
Registered Charity Number 1058443

NGCA Hall Hire Fee Rates from 1 August 2023

Main Hall	08:30 - midnight	All other times	CDD: 50 / 150
Mon-Fri	£19.00	£100	Max #: 168
Sat-Sun	£25.00	£100	
Features: 140 chairs and 15 x 5ft tables			
Approx. 17 x 8 meter, wooden floor, high ceiling, toilets, disabled toilet, external hard and grass area.			

Committee Room	08:30 - midnight	All other times	CDD: 50 / 150
Mon-Fri	£15.50	£100	Max #: 40 - 50
Sat-Sun	£19.00	£100	
Features: 40 chairs and 18 x 4ft tables			
Approx. 7 x 5 meter (TBC), next to car park, toilets			

Pre-School Room (Not normally for hire)	08:30 - midnight	All other times	CDD: 50 / 150
Mon-Fri	£15.50	£100	Max #: 30 - 40
Sat-Sun	£19.00	£100	
Features: Children size tables and chairs, to be agreed			
Approx. 7 x 5 meter (TBC), , children's en suite toilets, adjacent unisex adult toilet			

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 higher CDD charge shall apply.