

Waltham Abbey Town Council

Cornmill Suite & James Suite Fees & Charges

April 1st 2024 – 31st March 2025



	Price	Price + VAT
<ul style="list-style-type: none"> • Theatre Style Seating May Incur Additional Charges. • 15 Minutes Either Side of Booking Times is Permitted for Set Up/Arrivals etc. Any Additional Time Required Must Be Booked and Will Be Charged. • If the Bar is Required for Any Bookings Outside of Packages, POA Will Apply and Will Depend on Number of Guests, Type of Event, Number of Bar Staff Required etc. • Use of the James Suite is Included if the Bar is Used. 		
<u>Cornmill Suite Hire Charges</u>		
Damage/Cleaning Deposit – Standard	£250.00	£250.00
Damage/Cleaning Deposit – Low Risk – (Childs Party Under 10 Years)	£150.00	£150.00
Monday – Friday 09:00 – 17:00 Paid Classes, Activities & Private Hire	£32.00	£32.00
Monday – Friday 09:00 – 17:00 Community Groups/Charities	£21.50	£21.50
Monday – Thursday 17:00 – 00:00 Paid Classes, Activities & Private Hire	£37.50	£37.50
Monday – Thursday 17:00 – 00:00 Community Groups/Charities	£32.00	£32.00
Friday – 17:00 – 00:00 Paid Classes, Activities & Private Hire	£43.00	£43.00
Saturday – 09:00 – 17:00	£58.00	£58.00
Saturday – 17:00 – 00:00	£69.00	£69.00
Sunday & Bank Holidays (Minimum Booking – 4 Hours)	POA	POA
Audio/Visual Equipment	POA	POA
<u>James Suite Hire Charges</u>		
Monday – Friday 09:00 – 17:00 Paid Classes, Activities & Private Hire	£20.00	£20.00
Monday – Friday 09:00 – 17:00 Community Groups/Charities	£11.00	£11.00
<u>Package Deals</u>		
Party Package Deal – Friday/Saturday Nights until out by 1am Includes: Set Up from 16:00 on the Day Bar Included from 19:00 to 23:30 (With Staff) Includes Set Up of Tables & Chairs etc. Additional Charges for Set Up on Saturday £55.00 PH	£600.00 (+ Damage Deposit)	£600.00 (+ Damage Deposit)
Wedding Package Deal Includes: Friday Afternoon – 14:00 – 17:00 Saturday 09:00 – (out by 1am) Monday Morning – 09:00 – 12:00 Bar Included on Saturday from 15:00 – 23:30 (With Staff) Includes Set Up of Tables & Chairs etc. If Additional Hours are Required on Sunday, There Will be an Additional Charge of £270.00 for 4 Hours, Plus £55.00 per Additional Hour After.	£1000.00	£1000.00