



VENUE
HIRE

CELEBRATE AT EALING TOWN HALL AND GREENFORD HALL

COMMUNITY PRICE LIST

Prices are applicable for events held before the end of May 2019 at Ealing Town Hall and for events held before the end of March 2020 at Greenford Hall.

	Community hourly rate	Community hourly rate	Peak hourly rate
	Mon – Thurs, 9am – 12am Fri, 9am – 5pm	Fri, 5pm – 12am	Sat, Sun & Bank hols, 9am – 12am
Ealing Town Hall			
Victoria Hall	£115	N/A	£365
Princes Hall	£85	N/A	£240
Nelson Room	£62	£62	£200
Queens Hall, Elizabeth Cantell Room & Telfer Room	£62	£62	£180
Telfer Room (dance / exercise classes only)	£62 (£41 for youth classes)	£62 (£41 for youth classes)	£62 (£41 for youth classes) 9am – 5pm only
Committee Rooms, 2 & 4	£24	£24	£39
Greenford Hall			
	Mon – Fri, 9am – 5pm	Mon – Thurs, 5pm – 12am	Sat, Sun & Bank hols 9am – 12am
Greenford Assembly Hall	£87	£87	£320
Ruislip, Ravenor and Oldfield Rooms	£16.50	£25.00*	£29 / £50**

Hospitality Package – (limited to 1 per month in peak periods)		Sat, Sun & Bank hols, 9am – 12am
Victoria Hall – Ealing Town Hall	10hrs room hire including standard lighting scheme	£1,750
Princes Hall – Ealing Town Hall	10hrs room hire	£1,080
Greenford Assembly Hall	10hrs room hire including standard lighting scheme	£1,175

* Subject to availability

** Only available as part of hire with the main Assembly Hall

BELOW ARE THE MOST POPULAR CELEBRATION SPACES AT EALING TOWN HALL:

Our community rate explained

Ealing Council is delighted to offer a community rate during off-peak periods (primarily Mon – Fri) to groups and organisations wishing to book Ealing Town Hall and Greenford Hall. The rate is available to registered charities and local groups whose intention is to offer facilities / opportunities to residents of the Borough of Ealing on a non-profit making basis.

In order to qualify, registered charities should provide evidence of their Registered Charity Number for verification. This should be provided on headed paper. Community groups are requested to provide documentation to confirm the following:

- That you are based wholly in the Borough (invoice address must be in the Borough and/or at least 60% of the membership lives in the Borough). If a group is already in existence, it will be necessary for you to produce a copy of your membership list only showing details of the first part of the postcode and the first number of the second part for all members. No other personal information is required. If a new group, details must given on how you intend to promote your group to Borough residents and a membership list will be required after 6months.
- The constitution/terms of reference/aims of the group must state that a key aim/purpose is to provide a service to Ealing residents.
- That you are operating entirely as a non-profit making group.

The community rate will also apply to all dance and exercise bookings that can demonstrate that you are providing valuable services to the residents of Ealing and charging a fair price for the classes. At Ealing Town Hall, this applies Mon – Fri 9am – 10pm (Victoria Hall & Princes Hall 9am – 5pm on Fridays) and Sat – Sun 9am – 5pm (excluding Victoria & Princes Halls). It is also available at Greenford Hall Mon – Fri 9am – 10pm. (Assembly Hall 9am - 5pm on Fridays).

In addition, a multiple booking discount of between 10 – 50% can be offered depending on the volume of events / meetings booked in a single transaction. Please ask a member of staff for more details.

Other points to note:

- Prices are exclusive of, and not subject to, VAT. Hourly rates quoted are per individual room within each price bracket.
- Minimum hire rates apply:
- Victoria Hall, Princes Hall and Greenford Assembly Hall minimum 6hr hire period on Fridays (after 5pm) and minimum 8hr hire period on Saturdays, Sundays and Bank Holidays.
- All other rooms in Ealing Town Hall are subject to a minimum hire period of 2hrs Monday - Friday and 6hrs on Saturdays and Sundays and Bank Holidays.
- The Ruislip, Ravenor and Oldfield Rooms are only available at weekends and on bank holidays as part of a hire of the main Assembly Hall
- Prices are for room hire only and are exclusive of catering and audio-visual equipment.
- All events must be booked to include sufficient time for set-up and breakdown.
- Ealing Council reserves the right to amend prices at any time without notice. For premium dates such as New Years Eve, please contact the Hospitality & Events team for more information.
- Victoria Hall hire includes optional use of the kitchen and dressing room.
- Greenford Assembly Hall hire includes optional use of the kitchen and ante room.
- All other rooms hire include optional use of a kitchen space (excluding committee rooms and Ruislip /Ravenor Rooms).
- Additional rooms offered in the packages must be booked at the time of confirmation or they may not be available.
- Additional time after 12am may be booked – please ask a member of staff for more details.
- Community hospitality packages are limited to one booking per month on a first-come, first-serve basis, are subject to availability and are based on the event finishing by 11pm with the venue clean and all suppliers off-site by 12am. Available on Saturdays, Sundays and bank holidays only. Package time booked must include set-up and breakdown requirement.
- Victoria Hall and Princes Hall community packages are only available when booked with 3 months' notice or less before the scheduled date of the event.