



VENUE
HIRE

YOUR EVENT AT PERCEVAL HOUSE AND GREENFORD HALL

COMMUNITY PRICE LIST

Prices are applicable for events held before the end of March 2024 at Perceval House and Greenford Hall.

Perceval House			
	Community hourly rate		Peak hourly rate
	Monday – Friday 9am – 9.30pm		Sat, Sun & Bank hols, 9am – 9.30pm
The Atrium	£62		£105*
Committee Room	£24		£39*
Greenford Hall			
	Community hourly rate	Community hourly rate	Peak hourly rate
	Mon -Thurs, 9am – 12am	Friday 5pm – 12am	Sat, Sun & Bank hols 9am – 5pm / 5pm - 12am
Greenford Assembly Hall	£105	£105	£400
Ruislip, Ravenor and Oldfield Rooms	£20	£31.50	£36** / £63**

Hospitality Package –		Sat, Sun & Bank Holidays 9am – 12am
Greenford Assembly Hall	10hrs room hire including standard lighting scheme	£1,430

* Subject to 4hr minimum hire

** Only available as part of hire with the main Assembly 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 Perceval House 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 Perceval House, this applies Mon – Sun 9am – 9.30pm. It is also available at Greenford Hall Mon – Thurs 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:
- Greenford Assembly Hall minimum 6hr hire period on Fridays (after 5pm) and minimum 8hr hire period on Saturdays, 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.
- The Atrium in Perceval House minimum 2hr hire period Monday – Friday & minimum 4hr hire period on Saturdays, Sundays and Bank Holidays.
- Committee rooms in Perceval House are subject to a minimum hire period of 1hr Monday - Friday and 4hrs on Saturdays and Sundays and Bank Holidays.
- Prices are for room hire only and are exclusive of catering, audio-visual equipment and any additional security that may be required.
- 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.
- Greenford Assembly Hall hire includes optional use of the kitchen and ante room.
- Additional rooms offered in the packages must be booked at the time of confirmation or they may not be available.
- Additional time may be booked around a confirmed hire period– please ask a member of staff for more details.
- Perceval House does not currently have a premises licence. Any licensable activities such as the playing of music or serving of alcohol should be discussed with a member of staff.