

## **Garden Suite at St. Georges Town Hall Proposed Fees and Charges**

	<b>3 Hour Hire (times in T&amp;Cs below)</b>
Monday – Friday (excluding Bank Holidays)	£400*
Saturday	£600*
Sunday and Bank Holidays	£800*

Late Exit Fee (min charge)	£100*
Cleaning/Damage (min charge)	£50*
Cleaning/Damage Fee	As invoiced

\*VAT included

### **Terms and Conditions**

#### **General**

- Bookings for the Garden Suite can only be made if there is a relevant booking on the same day for a marriage, civil partnership, or citizenship ceremony in Tower Hamlets Register Office at St Georges Town Hall.
- Bookings are subject to availability and operating restrictions of Tower Hamlets Register Office.
- Basic cleaning is included. More detail below.
- The final guest must have left the room before the end time of the booking or a late exit fee will be charged.
- A morning and afternoon session can be booked by the service user and two fees charged as applicable.
- Access is via the external door for all functions.
- Audio is not to exceed suitable levels for the terms of licence.
- Food and drink provided by the couple must be consumed in the room.
- Access to the garden is available to the public. The balcony can be used by the service user only.
- Biodegradable confetti must be used outside only.
- Pets are allowed but a disclaimer form must be signed and we must be notified in advance.
- Anti-social behaviour will result in the immediate termination of the event with no refund given

#### **Fees**

- All fees to be paid in advance in one instalment.
- Any cancellation within 2 weeks of the booking will not be eligible for a refund.
- Any cancellation over 2 weeks before the booking will be eligible for a full refund.
- Reschedules are included in the amendment fee charged for the ceremony (as long as 2 weeks' notice is given as above).

#### **Cleaning and Damage**

### APPENDIX 3

- Rooms will be cleaned in between slots via FAs and COs.
- Any excess cleaning will be invoiced to the couple and an admin fee payable
- Any damage will be invoiced to the couple and an admin fee payable.

#### Times of Hire

- The Garden Suite can be hired for the timeslots below:

<b>Monday – Friday</b>	09:30 – 12:30	13:30 – 16:30
<b>Saturday, Sunday and Bank Holidays</b>	09:00 – 12:00	13:00 – 16:00

- These times are fixed in line with ceremony timings and therefore we are unable to change them currently. However, as we develop the service offer, we will review the timings in the future.