

Defford cum Besford Village Hall Trust

Booking Fees and Terms

With Effect from 1st January 2018

Hire Classification	Hire Period	Total Hire Fee	Booking Deposit	Damage Deposit
Organizations'	Hour	£7 per hour	Nil	Nil
Parishioners	Hour	£8 per hour	50%	£50 (see below)
All Others	Hour	£11 per hour	50%	£50 (see below)

Notes:

Organisations

These are deemed to be any regular user taking a minimum of 10 separate booking periods per year with dates notified to the Trust at the start of each year.

The Hire Period

1. Hirers must ensure that they include adequate time for setting up and clearing away within their booking time.

The Total Hire Fee

1. This includes the Booking Deposit but not the Damage Deposit.
2. The balance of the Total Hire Fee less the Booking Deposit is due no less than 12 weeks prior to the date of hire.
3. The Total Hire Fee is due in full for bookings made within 12 weeks of the date of hire.

The Booking Deposit

1. This is part of the Total Hire Fee and it is non refundable.
2. The booking is not considered firm until the Booking deposit has been received.

The Damage Deposit

1. This is additional to the Total Hire Fee but it is refundable in full, subject to the condition of the Hall at the end of the Hire Period and to any damage done during the Hire Period.
2. The full Damage Deposit must be paid with the Total Hire Fee balance.
3. For Hourly rates the Damage Deposit will be applied according to the type of event for which the hall is being booked.

Event Hire Cleaning Option

1. Normally cleaning takes 2 hours and is included in Hire Fee, but if excess cleaning is required the additional cost will be passed on to the Hirer.