

NEWTON AND BYWELL COMMUNITY TRUST

Booking Deposit refund & Cancellation Policy

Confirmed booking

Once agreement to the Booking Confirmation Form has been accepted and any deposit paid, the agreed part of the Hall will not be hired out to any other user at that time without the prior agreement of the hirer.

If a Provisional Booking Confirmation Form has been issued but not signed or agreement otherwise signified, the "slot" may be given to someone else.

Cancellations by the hirer

The Trust will be reasonably flexible in relation to postponements and cancellations, but reserves the right to make cancellation charges in accordance with the policy specified.

Cancellations by the Village Hall Trust

The Trust reserves the right to cancel a booking by written notice in the following circumstances:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Trust Board reasonably considering that such hiring will lead to a breach of licensing conditions or other legal or statutory requirements unlawful or unsuitable activities will take place at the premises as a result of the hiring
- the premises becoming unfit for the use intended by the hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Deposit

A deposit of 20% will be taken for weddings and one off bookings over £500. A full refund will be made in the event of a cancellation prior to 14 days before the event.

No refund will be made if the cancellation is made with less than 14 days notice.

A contract can be terminated immediately at the discretion of The Trust Board if it is felt the hirer breaches any part of the Trust conditions.