

This policy relates to persons / groups hiring the Great Coates Village Hall, either on a regular weekly basis at a set time, or a private booking for example a children's party, wedding or similar function.

For Private Function Bookings.

- 1) On confirming a booking for the hall, an invoice will be issued, along with booking forms to be returned to the Clerk and the Hall Terms and Conditions and a copy of this policy.
- 2) Full payment, including the damage deposit, must be paid within 14 days of receiving the invoice, or the full amount stated on the invoice immediately if the booking is for less than 14 days away.
- 3) An email reminder will be sent. The damage deposit will be non returnable at this point, to cover administration costs.
- 4) A reminder letter and copy of the invoice will be sent, which will require payment within 14 days of the date of the letter.
- 5) Failure to make payment at this stage will result in the booking being cancelled, and the matter being referred to the Small Claims Court to recover lost revenue.
- 6) For cancellation dates and fees, please see the Terms and Conditions.

For Regular Weekly Hire at a set time:

- 1) An invoice will be sent at the end of each month, with the first one including a damage deposit to be paid.
- 2) Full payment must be paid within 14 days of receiving the invoice.
- 3) Two email reminders will be sent.
- 4) A reminder letter and copy of the invoice will be sent, which will require payment within 14 days of the date of the letter.
- 5) Failure to make payment at this stage will result in the booking being cancelled, and the matter being referred to the Small Claims Court to recover lost revenue.
- 6) A weekly booking must be cancelled, in writing to the Clerk, giving 7 days notice otherwise 50% of the hourly rate will still be charged.