

Chasewell Community Association

Avocet Way,

Banbury,

OXON,

OX16 9YA

Registered charity number: 1002788

General Information for Chasewell Community Hall Hirers

Key Collection:

Please email the bookings secretary on chasewellcommunityhall.bookings@gmail.com the week prior to your party to organise key collection. This is usually from the hall during the week (9-1) or from Hanwell Fields outside of these times. (This may be different if the bookings secretary is on holiday).

It is your responsibility as a hirer to make contact with the booking's secretary a week in advance of the booking to ensure key collection has been organised.

Please remember there is a £50 cash deposit to be made at collection. This cash deposit is returned when the hall has been checked for cleanliness and damages and the key has been returned.

You are responsible as per the terms and conditions for the condition of the hall and any damages occurred during your period of hire.