CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

Booking Procedure

Booking times

Claverton Down Community Hall offers three booking sessions per day.

Morning: - 09:00 - 13:00
Afternoon: - 14:00 - 18:00
Evening: - 19:00 - 23:00 (23:30 on Saturdays)

If 2 or more consecutive sessions on the same day are booked, the hour between those sessions is included in the booking period. E.g. If a hirer books the morning and afternoon session on the same day, the booking period is from 09:00 - 18:00.
N.B. The hall cannot be booked by the hour.

Charges

Up to date charges per session can be found on the website under 'Documentation'.
There are different charges for recreational hirers (private parties, charitable events etc), and commercial hirers (hirers who use the hall for business events such as classes or sales).
There will also be a returnable deposit of £100 or more depending on the type of event booked and its duration.

Before booking

From the Online Booking page, review the Documentation, in particular the Hire Charges, General Information and Terms and Conditions of Hire. Make sure you are happy to comply with the Terms and Conditions of hire and that the hall is suitable for your event.

Booking a single event

- From the Online Booking page open the Calendar to view the times available
- Click on the '+ new booking' symbol on the date required and fill in the booking form - you must include a Telephone Number, Email Address and Postal Address
- Add a web address if you want people viewing the calendar to see it
- If you do not want the Event Title to be displayed on the public calendar, select the 'Private Event' option under 'Privacy on Public Calendar', e.g. when booking a children's event
- To proceed click 'Review the Booking' and check the information is correct
- Tick the box to say you accept the Terms and Conditions of Hire and click on 'Confirm and Send to Booking Secretary'

This will create a provisional booking on the Calendar, and you will receive an immediate acknowledgement by email. At this point your booking session(s) is/are secure pending payment of the invoice and cannot be booked by anyone else.

- We will then check your request and email you an invoice
- Please note, **the invoice (including deposit) must be paid within 14 days of the date on the invoice, or immediately if the booking is within the next 14 days**
- Once payment has been made, your booking will be confirmed
- You will receive an email giving you the four digit code to unlock the front door of the hall for your booking - this will usually be sent between 4 and 2 weeks before your booking date

Payment

Payment details will be found on the invoice.