

Cranford Village Hall - Hire Charges and Payment Terms

Hire Charges

- Standard rate: **£25 per hour**
- Cranford residents and regular bookings: **£20 per hour**

Booking and Payment Terms

1. Invoice and Payment

- An invoice will be issued once a booking is confirmed.
- Payment is required within **7 days** of invoice issuance.
- If a booking is made less than **7 days** before the event, payment is due immediately.
- Regular bookings will be invoiced at the end of each calendar month.

2. Deposits

- A deposit may be required, depending on the nature of the booking.
- Deposits will be assessed on a case-by-case basis, and the hirer will be informed via email.

3. Payment Methods

- Payments must be made via **BACS bank transfer**.
- Bank details will be provided on the invoice.

Cancellation Policy

- Cancellations must be made and confirmed in writing via email.
- If a booking is cancelled **more than 7 days** before the event, a full refund will be issued.
- If a booking is cancelled **less than 7 days** before the event, a cancellation fee may apply.

Additional Charges

- Any damage caused during the hire period will be charged to the hirer.
- The hirer is responsible for leaving the hall clean and tidy. Additional cleaning fees may be applied if extra cleaning is required.

Booking Responsibility

- It is the customer's responsibility to ensure they have booked the hall for the correct amount of time.

- The booking must include sufficient time for **setting up the event and tidying up afterwards**.
- Overrunning the booked time may result in additional charges.

General Terms

- The hirer must adhere to the **terms and conditions of use** for Cranford Village Hall.
- Bookings are subject to availability and approval by the management.
- The hall must be vacated promptly at the agreed-upon time.

For further information or to make a booking, please contact us at **admin@cranfordvillagehall.co.uk**

We look forward to hosting your event at Cranford Village Hall.