

Terms & Conditions

1. Terms & Conditions

1.1 Booking and Payment

- All bookings must be made through the official booking form.
- A non-refundable deposit of 25% is required at the time of booking.
- Full payment must be made 14 days before the event.

Important Points to Note:

- Ensure you have **booked enough time** for setup before and **cleanup** after your event.
- Read the "***Terms and Conditions of Hire***" for all necessary information, including **key collection details**.
- **Key handovers are required for most bookings. Please ensure this is clearly indicated on the booking form and coordinate with admin/volunteers to arrange key handovers before and after your booking.**

1.2 Cancellation Policy

- Cancellations made more than 7 days before the event will receive a full refund, minus the deposit.
- Cancellations made less than 7 days before the event will not be refunded.

1.3 Usage

- The hall can be used for community events, private functions, and meetings.

- Users must adhere to the agreed times and must vacate the premises promptly.
- Any damage to the hall or its contents must be reported and may incur charges.

2. Hiring Charges

2.1 Rates

- Hourly Rate: £10 per hour
- Half-Day Rate: £40 for 4 hours
- Full-Day Rate: £80 for 8 hours
- Additional charges may apply for extra services such as cleaning or use of equipment.

2.2 Payment Terms

- Payments can be made via bank transfer or cash.
- Receipts will be issued upon request.

3. General Information

3.1 Facilities Available

- Main Hall
- Kitchen
- Toilets
- Parking
- Park
- Football/Sports field (Additional Hire)

3.2 Capacity

- Main Hall: 60 people

3.3 Accessibility

- The hall is wheelchair accessible.

4. Privacy Policy

4.1 Data Collection

- We collect personal information for the purpose of managing bookings.
- Information collected includes names, contact details, and payment information.

4.2 Data Use

- Personal information is used solely for booking management and will not be shared with third parties without consent.

4.3 Data Protection

- We implement appropriate security measures to protect personal data.

5. Floor Plan

5.1 Floor Plan

- A floor plan of the hall is available for viewing to help with event planning.

6. Safeguarding Policy

6.1 Commitment to Safety

- We are committed to ensuring the safety and wellbeing of all users, especially children and vulnerable adults.

6.2 Reporting Concerns

- Any safeguarding concerns should be reported to the hall administrator immediately.

For more information or to make a booking, please visit our website or contact the Hopton Village Hall admin team.

hoptoncotonyhbookings@gmail.com