

# SECURITY DEPOSIT AND KEY COLLECTION

Rowlands Castle Parish Hall - Registered Charity No. 305024

The hall administrator will contact you to arrange a mutually agreeable time for you to collect the keys and door pin-code to the hall, prior to your event. If your security deposit has not already been paid by bank transfer, payment by cash or cheque will be due on collection of the keys.

You will be given a short introduction to the hall, however alongside this, please ensure you read the [Hall User Guide](#) fully as this provides all the information needed during your hire.

Should you find any damage to equipment on your arrival at the hall, please report it to the hall administrator via email immediately and include a photograph and description of the damage. Failure to do so may result in the loss of some or all of your security deposit.

We aim to return the security deposit in full on receipt of the keys, and following a check of the hall and any equipment or facilities used, by the hall administrator. Please refer to the [After Hire Checklist](#) and the [Security Deposit Deductions Guides](#) for further guidance.

Please note, if you paid the security deposit by bank transfer, the refund may take up to 5 working days as bank payments need a second authorisation. We will need the Bank Account holder's name, account number, and sort code in order for us to return the deposit and this can be emailed to [parishhall@rowlandscastleparishcouncil.gov.uk](mailto:parishhall@rowlandscastleparishcouncil.gov.uk)