

Security Deposit Deductions Guide

£100 Security Deposit — Fully refundable if the venue is left clean, tidy, and secure. Deductions are made in **flat amounts** based on the issue category, not per item.

Category	Examples of Issues	Deduction
Cleaning Not Done	Floors not swept/mopped, tables/surfaces not wiped, oven/appliances not cleaned, furniture left dirty. (Additional cleaning charge)	£30
Rubbish or Food Left Behind	Bins not emptied, rubbish or recycling left, food left in fridge, bottles/glass in garden (Waste removal charge)	£25
Furniture & Equipment Not Put Away	Tables/chairs not returned or incorrectly stored, stage items not moved back, trolley not stored, Garden toys not left as found. (Facilities charge)	£15
Appliances or Lights Left On	Heating, lights, sound system, or kitchen appliances left on (Service charge)	£30
Not Securing the Building Properly	Doors/windows left open, fire exits/garden gates not secured, building not locked (Security Charge)	£50
Keys	Keys not returned (Replacement lock charge)	£100
Hall Left in Unacceptable Condition	Extensive mess or damage, multiple tasks ignored, or hall left in a condition that prevents immediate use by others	£100

Malicious Damage

Any malicious or deliberate damage to the building, furniture or equipment may result in **additional charges**, in addition to retaining the security deposit.

Multiple Issues

If more than one category is missed, charges are **cumulative**, up to the £100 deposit.

Note:

We aim to return your full deposit! This guide helps ensure a smooth return for everyone.