

Hall Hire Charges

Please find below our current charges and payment terms. Please see the note below regarding refundable deposits.

Hiring charges

Souldern Organisations	£9 per hour
Residents of Souldern	£10 per hour + £50 deposit*
Non-residents	£15 per hour + £100 deposit*

After use cleaning can be requested at a fee of £25 otherwise responsibility is with the hirer to leave the hall in an acceptable state following their event.

Minimum hire is 1 hour and all hire charged in hourly increments

Hirers are charged from their time of entry to the hall to the time it is vacated. You must ensure that you allow sufficient time for setup as well as for clearing up and cleaning afterwards.

*A security deposit is required. The deposit is held against damage or the hall being left in an unacceptable state. This will be refundable after inspection to ensure that the conditions of hiring have been observed.

Payment Terms

Payment of your deposit is required on confirmation of the booking.

The full hire fee is due for payment no later than **7 days** before your event. We do not issue reminders, so please ensure that you make your payment in good time; if payment is not received you may forfeit the period booked and we may accept bookings from other hirers.

Please note that bank transfer is our preferred method of payment although we do accept cash

Bank Transfer to our bank account:

Souldern Village Hall
HSBC
Sort code 40-09-02
Account no. 01318519

Please quote your date of hire as a reference, and also provide us with your bank details for the return of the deposit – via the booking form

Unfortunately, we are unable to accept cheques (only accepted in exceptional circumstances by prior agreement at the time of booking).

Cancellation

If the Hirer cancels the booking before the date of the event the following schedule applies:

- Up to 4 weeks before the event – the Village Hall will return in full the deposit and any fees already paid
- Between 2 and 4 weeks before the event - the Village Hall will return the deposit and 50% of any hire fees already paid
- Less than 2 weeks before the event – the Village Hall will return the deposit but retain any hire fees already paid
- The booking fails to proceed - the Village Hall will return the deposit but retain any hire fees already paid