



### **One off Hirer: Booking and Payment Process**

Before you submit your booking request, please read the General terms and conditions document in the documentation tab. By submitting a booking request, you are agreeing to the terms and conditions of hire.

Please give as much information as possible when you submit your booking request e.g. what is your reason for hire, approximate amount of people attending, any additional requests. We may contact you for more information, so include in depth information in your initial application as this may speed up your booking process.

The Hall is charged by the hour time slots for booking the whole must begin on the hour or half hour Please note that for one-time bookings a deposit will be added to your invoice of £ 30, this will be returned when the room has been checked and it is deemed to be in the same state as it was found. This is to ensure that the Hall is kept in good condition our payment system for one of hirer works as follows: -

An automated e-mail shall be sent to your e-mail address when your booking has been received on our system.

Please note that your requested booking will appear on our booking system before it has been approved to avoid double bookings. We may contact you if further information is required. If we are happy to proceed with your booking an invoice with the full amount of your booking will be sent to your e-mail address payment must be paid in full to the bank details or via stripe listed on the invoice within 5 working days. Your booking is confirmed once we have received your full payment any booking request made through the online booking system will not be approved until the invoice has been paid for the hire of a one off event charges are as follows: -

£ 18 an hour Hall charge

£25 kitchen charge

£30 deposit [returnable on successful final inspection]