

### **Regular hire booking and payment process**

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

Hall charge is charged in increments of 30-minute time slots for booking the whole must begin on the hour or half hour. (Kitchen use is added as a separate charge). 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 including in depth information in your initial application may speed up your booking process.

You will receive 2 automated emails: when we have received your booking request and after we have received your invoice payment in full to confirm that we have accepted your booking.

Our payment system for regular hire works as follows: -

one an automated e-mail shall be sent to your e-mail address when your booking has been received in our system your provisional bookings will appear on our online calendar system to avoid the risk of double bookings - this does not mean that your booking is confirmed and two if we are happy to proceed with your booking. An invoice will be sent for the full amount of the hours you have requested the payment must be made in full via stripe or to the SDCC bank account within 5 working days. A confirmation e-mail shall be sent to you once we have received your invoice payment in full.

Any booking request made through the online booking system will not be approved until the invoice has been paid in full all invoices should be paid within 5 working days from the date of the invoice if this remains unpaid after that date then the booking will be removed and might not be honoured any issue with the invoice should be brought to the attention of the centre administrator by e-mail.