A group of people with their arms outstretched

Description automatically generatedRefundable Deposit Request & Approval Form

|  |  |
| --- | --- |
| First Draft | 11th December 2023 |
| Amended | 23rd December 2023 |
| Amended | 26th January 2024 |
| Amended |  |

|  |  |
| --- | --- |
| Name of Hirer |  |
| Date of Event |  |
| Refund Paid £ |  |

**Have the conditions for payment been met in full?**

Tick/cross

* The hiring was concluded in line with the booking made and in accordance with T&Cs
* The Departing Checklist has been fully completed.
* No reported noise, car parking or nuisance issues from surrounding neighbours/village.
* No resident complaints received in the last 7 days since the event concluded.

Refund Deductions:

|  |  |
| --- | --- |
| Cleaning | £ |
| Damage repairs/replacements | £ |
| T&C Fine? | £ |
| Extra Hours of Hire | £ |
| Extra equipment used | £ |

|  |  |
| --- | --- |
| Net Refund now payable | £ |
| Date Refund payable  (7 days after event) |  |
| Other |  |

Authorised by the Trustee Committee Member

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Signed by |  | | |

**Instructions to the BHVH Treasurer.**

Please refund the hirer’s deposit of £: net

**Bank Details for Return of refundable deposit**

|  |  |
| --- | --- |
| Bank/Sort Code/Account |  |