**When we will make deductions**

**from your refundable deposit or retain it in full**

|  |  |
| --- | --- |
| First Draft  | 2nd October 2024 |
| Amended | 4th October 2024 |
| Amended | 11th October 2024 |
| Amended | 26th July 2025 |
| Amended |  |

**Damage**

If there is damage to the Village Hall, or it’s fixtures and fittings, we will deduct the full cost of replacement or repair, this includes tables & chairs.

**Cleaning**

If the village hall is not left as clean as it is found, we will deduct the full cost of remedial cleaning.

**Breaches of our Terms & Conditions**

We have been issued a Premises/Alcohol Licence by Wiltshire Council. Any breach of this licence means we risk losing it. Therefore, our full Terms & Conditions outline our requirements in this respect. Please read them carefully.

To help you, below is a list of breaches of our T&Cs which will result in all or part of your refundable deposit being retained.

*During the hiring*

If at any time, you or your guests:

* Keep the front door open so that noise is evident in residents’ properties
* Are outside the front of the hall at any time, apart from arriving and leaving
* Take alcohol outside the front of the hall
* Park so that surrounding residents are unable to access their drives easily
* Park on or block residents’ driveways

Resulting in a complaint, we will deduct £100 from your refundable deposit for each of these breaches of the T&Cs.

*Ending the hiring*

The standard hall operating hours are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Available from** | **Music/performance/Alcohol to finish by** | **Premises must be vacated by** |
| Monday – Saturday | 8:00am | 10:00pm | 11:00pm |
| Sunday | 9:00pm | 10:00pm |

If:

* Your function and all music does not finish in accordance with these hours
* You and your guests have not exited the premises by the indicated closing time

we will deduct £100 from your refundable deposit for each half hour that you exceed the standard operating times.

If all of the T&Cs mentioned above are breached, we reserve the right to withhold your refundable deposit in full.