



Burghley Close
Walcott
Swindon
SN3 3BS

Booking Rules

1. After making a booking a deposit will need to be paid to secure the booking slot. So either the sum identified as the deposit or a sum equal to 50% of the booking cost will need to be paid within 07 days after making the booking.
2. If no payment has been made by the due date the booking will not be secured and the slot will be freed and will be available to anyone requesting the slot.

The onus is on the person making the booking to ensure complete payment is made within the 30-day time slot prior to the booking.

3. When making payment the following information is required;
 - i. The name of the person making the booking
 - ii. The Invoice Number (INV-0000)

If this information is not given payment details of the payment might not be allocated to your booking and the booking, seen as not having payment made.

4. If the booking is cancelled 21 days or less before the event the deposit might be forfeit.
5. Anyone owing money to the centre will not be eligible to make any further bookings at the centre until payment is cleared.
6. Due to organisational constraints we are unable to take bookings with less than 14 days' notice.

7. After recent experiences we will not let the centre out without deploying our Security Officer; the cost for this will be added to the booking cost.
8. Managing the centre requires significant organisation and planning, and bookings are scheduled accordingly. The centre will be opened at the exact time of your booking, and you will be admitted at that time. Please do not expect access before your scheduled booking time.
9. If you or your agents arrive prior to your booking you will be liable for the extra time incurred.
10. Bookings are available until 23:00, but guests may stay later for £27.00 per hour, deducted from the deposit. The Security Officer records departure times, and any overstay is charged accordingly. To avoid this fee, please leave by 23:00. If all conditions are met, your deposit will be fully refunded.
11. To facilitate the return of your deposit, please provide the bank details from which the payment was made after your booking.

David M Bell

Treasurer
Buckhurst Park Community Centre