



## BOOKING CONDITIONS

### **BOOKING GROUPS & RATES**

At EAG village hall we offer Standard, Regular & Resident and Parties booking group rates.

Standard group rates must be applied for all general one off bookings from a non residents of EAG.

Regular & Resident group rates apply to regular hirers of the hall (min 8 per annum) and for the residents of EAG only.

Standard and Regular & Residents groups has a general hire, exclusive hire and children's event hire options.

The party group booking offers a set rate specifically for private child or an adult party booking. N.B adult party bookings are generally excepted from EAG residents only.

### **PAYMENT FOR BOOKINGS**

1. Regular weekly or monthly use is invoiced at the end of each calendar month in arrears. We are a small organisation so you are asked to make payments promptly upon receipt of the invoice.
2. One off and non-regular users will be asked to pay in advance. The payment of any invoices in advance for these events is due no later than 48 hours **before** the event. If we have not received payment in full by this time, we may treat your booking as cancelled.
3. Party booking group events will be asked for an additional refundable deposit of £100. This will be returned within 10 working days if there is no damage or required cleaning charge.
4. Invoices will generally only be issued to the person who booked the Hall.

### **EXCLUSIVE USE**

1. The Hall has individual areas available to hire. Bookings for facilities within the Hall do not guarantee exclusive use of facilities in the Hall.
2. All users must respect the other groups using different parts of the Hall and keep disturbances to a minimum.
3. Bookings for private children's or adult parties **must** be booked using the party group booking rate, this ensures your event will have exclusive private use of the Hall, including the kitchen and facilities for your event.
4. Bookings for any other private event that requires the exclusive use of the total facilities **must** be booked using the exclusive use rate.
5. Special rules about exclusive use apply to events involving children, young people and/or vulnerable adults. Please ensure your booking clearly states this requirement.

## SETTING UP AND CLEARING UP

All bookings **MUST** include any time you need to set up and clear up the Hall, whether you are doing this yourself or by private arrangement with any third party. You may not enter the Hall before the time stated on your booking and in particular should never act in any manner that disturbs a prior user, for example by waiting in the lobby or entering the kitchen. If you are organising an event with many people attending, the organiser is responsible for ensuring they do not start to arrive before the stated start time of the event, which should ideally be at least 10 minutes later than the start of your booking period. You should leave promptly at the end of your hire period, having booked enough time to leave the Hall clear, clean and ready for the next user, this includes the **removal of all waste**. We reserve the right to charge should you be in the Hall either before or after the time booked without permission.

## Use of kitchen

All users are reminded to leave the kitchen in a clean and tidy manner, any washing up must be done and put away, worktops and sink clean and free of debris and **all waste from your hire must be taken away**. We reserve the right to add an additional cleaning charge to any hirer who leaves our facilities in an unsatisfactory condition.

## CANCELLING BOOKINGS CAN ONLY BE DONE BY EMAIL

We understand that sometimes plans change and, wherever possible, we will aim to be flexible. However, to ensure this is not open to abuse:

- 1. Regular users.** We reserve the right to charge an administration fee (£5) for any cancellations and to charge in full if cancellations are unreasonably frequent or if we are only told after the event.
- 2. One off and non-regular users.** We reserve the right to retain any deposit.

Notices of cancellation should be sent by email to [bookings@eightashgreenvillagehall.co.uk](mailto:bookings@eightashgreenvillagehall.co.uk)

## CANCELLATION BY US

We reserve the right to cancel any booking. If this becomes necessary, we will aim to give you as much notice as we can and to explain the reasons. In the event of such cancellation by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payments to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.