

QUANTON MEMORIAL HALL

Contracts and Deposit Procedure

1) Contracts

- a. Contracts to be issued for all hires.
 - i. Existing regular weekly/monthly repeat bookings in place at the point the procedure was adopted will not require a contract (but may do so in future.)
 - ii. New repeat bookings will require a contract and terms and conditions of hire.
 - iii. Ad hoc 'regular bookings of a couple of times per year' will require a contract.
- b. Contracts to be issued within 14 days of the booking being confirmed.
- c. Additional/supplementary conditions of hire can form part of the contract as required.

2) Deposits

- a. Weddings and events starting after 6pm require a deposit of £250.
- b. Other events, including children's parties require a deposit of £50.
- c. Deposits can be waived for organisations or individuals known to QMH and judged to be reputable and reliable. The booking clerk may use discretion in waiving the deposit.
- d. If the deposit is waived, this will be clearly indicated on the contract and on the booking record.
- e. Deposit and hire charge to be recorded on both the contract and the online booking system to assist invoicing and accounting.

3) Payment of deposit and hire charges

- a. Hirers to be asked for bank account and sort code details to enable return of deposits by BACS.
- b. Deposits should be paid at the time of booking.
- c. Deposits, including cheques and cash, will be banked.
- d. Receipt to be issued on request.
- e. Hire charges to be paid before the event (excluding regular users who pay on receipt of invoice). Keys or the key safe code will not be handed over until the hire charges have been paid.

4) Return of deposits

- a. Deposits are returned after the event unless full or partial retention is required.
- b. Return of deposits will normally be by BACS.
- c. A cheque will be issued if BACS payment is not acceptable

5) Invoices

- a. Repeat bookings - a standard paragraph on the invoice will remind repeat bookings to give prior notification to the booking clerk of any cancellations, otherwise the hire charge will be due.

Adopted on: June 2014

Last reviewed: November 2021

Next review due: November 2022

Table of amendments

Date	Amendment
28 November 2017	Clarification to point 2.a. of when a £250 deposit is required. Additional other minor amends
20 March 2018	Clarification to point 4a regarding return of deposits.
20 November 2018	No amends required
19 November 2019	No amends required
17 November 2020	Point 1c added to confirm additional or supplementary conditions of hire can be added to the main contract. Additional minor amend to point 3e
16 November 2021	No amends required