**HAYLE COMMUNITY CENTRE**

**Casual Hire Room Booking Conditions:**

1. Bookings for the hire of accommodation at the Community Centre can only be made through the office of Hayle Town Council.
2. All rooms are booked for 4-hour periods, being:

Morning Session (09:00 – 13:00)

Afternoon Session (13:00 – 17:00)

Evening Session (17:30 – 21:30)

Subject to demand, it may be possible at the discretion of Hayle Town Council to vary these timings slightly.

1. There are three category of room bookings and the client must state which category they wish to effect their booking under; being:

**Open Booking**

When the booking is made it is on the basis that it can be cancelled without any charge up to 14-days before the booked date. Between 13 and 1 day before the date of booking, a cancellation will incur a 50% charge. On the day of the booking a cancellation or no-show will incur a 100% charge.

**Provisional Booking**

When the booking is made it is only provisional and if another client subsequently wishes to book the same time and date, the original client will have the opportunity to amend the Provisional into a Confirmed Booking, or cancel, so that the subsequent client can effect their booking.

**Confirmed Booking**

When the booking is made as ‘confirmed’ there can be no cancellation and the full charge will apply, even if the client fails to use the accommodation.

1. Payment for known clients will be invoiced at the end of the month in which the booking takes place. The Council would appreciate prompt payment upon receipt of the invoice.
2. The accommodation fee will be subject to VAT at the current rate and will not include any refreshments. In the Assembly Room there is a hot drinks dispenser with all drinks charged at 50p. This facility will only be available if requested by the client. Access to the kitchens may be arranged with prior agreement.

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