



## 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, via telephone or email.
2. All rooms are booked for 4-hour periods, being:
  - Morning Session (approx 09:00 – 13:00)
  - Afternoon Session (approx 13:00 – 17:00)
  - Evening Session (approx 17:00 – 21:00)

Any booking that straddles two sessions will be charged for two sessions, although subject to demand, it may be possible at the discretion of Hayle Town Council to vary these timings slightly.

3. When a booking is made it is only provisional until the town council office has received a completed booking form, when the booking becomes confirmed. During the provisional period if another client subsequently wishes to book the same date and session, the original client will have the opportunity to return the completed booking form or to cancel, so that the subsequent client can make their booking.

When a booking is made it is on the basis that it can be cancelled without charge up to 7 days before the booked date; between 6 and 1 days 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. **Please note:** Cancellation charges apply to both provisional and confirmed bookings.

4. Payment for known clients will be invoiced in the month following the date of the booking. The council would appreciate prompt payment upon receipt of the invoice.
5. The accommodation fee will be subject to VAT at the current rate and will not include 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 in advance. Access to the kitchen may be arranged with prior agreement.