

Adastra Hall Hassocks Community Association
Additional Costs, Deposit and Cancellation Policies
JULY 2023

Additional Charges

- 1) Tours - £15 to show people around the hall, which is credited against a hall booking (not a committee room or green room booking) .
- 2) Deliveries - £15 to meet a hirers' delivery
- 3) Missed appointments - £15 for any missed appointment to hand over keys.

Deposit Policy

- 1) Once a casual hirer has completed a booking form, and the booking has been accepted, an invoice will be raised.
- 2) All casual hirers must pay a deposit of £20 to secure their hire within 7 days of an invoice being issued.
- 3) Final payment for the remaining balance must be made 30 days prior to the booking, or the booking will be cancelled by AHHCA and the deposit forfeited unless the space is resold.
- 4) Casual hirers for Friday and Saturday nights will be charged a damage / nuisance deposit of £200 at the time of hiring. The deposit will be returned within 7 days of the hire, subject to there being no damage or nuisance reported (including noise nuisance) .

Cancellation Policy

- 1) If a booking is cancelled by the hirer and only the deposit has been paid, the deposit is forfeited unless the space can be relet by AHHCA
- 2) If a booking is cancelled by the hirer within the period during which full payment has been received, the full payment will be forfeited unless the space can be relet by AHHCA.
- 3) If the booking is cancelled by AHHCA then full payment will be returned to the hirer.
- 4) If a booking is to be moved by a hirer, and this is acceptable to AHHCA this can be done without forfeit of the deposit if the request to move the booking is more than 60 days away.
- 5) If a booking is to be moved by a hirer with more than 60 days' notice, then any deposit taken will move with that booking.