

Adastra Hall Hassocks Community Association
Additional Costs, Deposit and Cancellation Policies
November 2024

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 hires less than £100 must pay their hire within 7 days of an invoice being issued.
- 3) For those who hire where the value is more than £100, a deposit of £100 must be paid within 7 days of booking. 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.

Security Deposit Policy

- 1) Adastra Hall is run by volunteers and our hire costs are low to reflect this, and that we expect our hirers to take responsibility for the building and its' contents. We expect you to treat the hall with care and respect, including to our neighbours which is why we ask you to (a) return it to us in the same condition as you found it (b) adhere to the rules around finishing times, noise etc.
- 2) If anything breaks during your hire, please let us know immediately so that we can arrange for the problem to be resolved before the next hire.
- 3) Too many times, our goodwill is abused and so we have introduced a clear security deposit policy. Casual hirers will be charged a Security deposit of £200 at the time of confirmation, to be paid 7 days before the hire. The deposit will be returned within 7 days of the hire, subject to there being no damage or nuisance reported.
- 4) Here are some examples of the minimum charges that will be levied at our discretion.

Not leaving the hall by 11.45pm, or the confirmed end time of your hire	£25, and then £50 per 15 minutes the building remains with people in it.
Leaving rubbish in the building	£25 per incident
Dirty floor / kitchen / spillages	£25 per incident
Soiled toilets	£50 per incident

Noise complaint	£50 per incident
Loss and Damage	Cost of repair / replacement of the article + £25 per incident
Unwarranted Call-out by Facilities Manager	£25 per incident

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.