Dear

Thank you for your enquiry regarding hiring one of our Halls.

Please note that your verbal booking is only held for 2 weeks from the date of your call or visit.

The **Balance is required 4 weeks** before your event and your *Damage Deposit in cash when you collect the keys*. The Damage Deposit will be returned to you in full unless there is a breach of the conditions therefore it is very important that you read them and understand them. If there is anything you need help with please ask.

**PLEASE NOTE THAT VIEWINGS ARE BY APPOINTMENT ONLY DUE TO THE HALLS BEING IN HIGH DEMAND. More than 1 viewing will attract a fee.**

To secure your booking return the following to the Parish Office:

- Completed application form
- Signed small print version of the Terms and Conditions
- Booking Deposit of either £20 or 25% of the total hire fee, whichever is greatest. Make cheques payable to ‘HKSDPC’ if posting, or by cash at the Parish Office when it is open. Do not leave cash in the letter box. If you would like to send payment by BACS please ask for the details.

**IT IS YOUR RESPONSIBILITY TO ENSURE THE BALANCE AND DEPOSIT ARE PAID ON TIME. FAILURE TO DO SO MAY RESULT IN YOUR BOOKING BEING CANCELLED.**

Both the Village Hall and Jubilee Hall exist for the benefit of our local community; we are proud of them and as such we are anxious to take good care of them. We ask all hirers to respect this ethos and therefore have a careful booking procedure including clear Terms and Conditions.

I look forward to receiving your completed booking forms at your earliest convenience.

Yours sincerely

Heather Rohard
Clerk to the Council*

Damage Deposits range from £50 for Children’s Parties to £300 for all day events. Please check when making your booking.