

## HFCC: Conditions of Hall Hire and Acceptance of Terms

- All Cheques to be made in favour of HFWM.
- Confirmation of booking is considered as agreed upon only when a 50% down payment on total amount is made.
- Balance payment of amount due on invoice must be received as cleared funds at least two working days before the Event.
- Cancellation of bookings must be made at least one week before the event. Cancellation with less than one week notification will result in forfeiture of 25% of down payment made.
- A [Refundable] Security Deposit of £150 will be paid at the time of confirmation of booking. This will however be refunded within a week of the event ***except in cases of proven abuse and misuse of facility. For example damages to equipments, hard stains, necessary washing up and clearing up costs, breakages and the like.***

Where such cases are proven, appropriate charges will be deducted from the deposit amount to rectify whatever needs to be done.

### Miscellaneous

- Time needed to set Up & the Concessions we are willing to give for early access to venue.
- Time needed for organisers to wind down/clear up after Event in relation to what we can allow.
- It must be emphasised that early access to venue as well as a 'later than booked' departure time are both strictly at the discretion of Management and is in no way the right or privilege of the Event Organiser(s).

The above terms and conditions of Hall Hire have been approved by Management for use effective from June 2011.

Signed: Administrator  
Holding Forth Christian Centre

Dated

**Above Terms and Conditions are acceptable to Me/Us**

Name:

Signed

Dated