



## GENERAL INFORMATION

**PRICES:** All prices are subject to change and will be reviewed annually by the Committee. The price payable will be that which is current when booked sessions are used. Please check website for latest prices.

**PAYMENT:** An invoice will be issued when your booking is confirmed. Payment is due 30 days prior to the event, or immediately if the event is within 30 days. Payment can be made using bank transfer, or by cash or cheque at No.6 Finkle Street.

**CONTINUOUS BLOCK BOOKINGS** to a minimum of four and a maximum of seven days may be offered under the terms of letting at a rate which represents 75% of the full weekly tariff. A 30% deposit will be requested at the time of booking which will be non-returnable after 2 months prior to the event. The balance for block bookings will be due after the event.

**EARLY ARRIVAL/LATE DEPARTURE:** If the hirer is found to be using the facilities before the start or after the end of their hire period the Committee reserves the right to make a charge of £10 per hour, or part thereof, for the additional time used.

**POST EVENT CLEANING:** If the premises are not left clean and tidy at the end of the hire or if hirers cleaning is insufficient, the Committee reserves the right to make a professional cleaning charge of £100.

**DEPOSIT:** The Committee may require a returnable deposit of £200 (excess on our insurances). The deposit cheque will be returned/destroyed after the hire period provided no charges are made against it such as: damage, loss, additional cleaning, additional tidying up, etc., or early occupancy of the facility prior to the booked hire period, or late departure after a booked hire period.

**CANCELLATION:** Cancellations may be made, by email or in writing, up to 14 days prior to your booking. The Committee reserves the right to charge for cancellations made less than 14 days prior to your booking except if the Hall is able to hire to another user.

**KEYS** should be collected from **No.6 Finkle Street, Sedbergh, LA10 5BZ telephone 015396 20298**. Please ring to check opening hours. You may need to collect your key the day before the event.

**LATE KEY RETURN/LOST KEY CHARGE:** Hirers **MUST** post keys into the drop box at the Hall or return to No.6 Finkle Street within two hours of end of hire. Lost keys will incur a £100 replacement charge. Charges may be issued for late return.