**Trumpington Pavilion: Letting Policy**

**Premises**

1. The Pavilion hall and changing rooms are available for hire, either together or separately, for any lawful purpose.

2. The premises are not offered as being suitable for any specific activity.

**Hirers**

1. No request for hire shall displace an existing booking.
2. The Pavilion Management Committee reserves the right to refuse or cancel a hiring without giving any reason.
3. Where a hiring is made by an organisation or group of people, one person must be named as the responsible Hirer.
4. All hire is subject to the Terms and Conditions of Hire set by the Pavilion Management Committee; the Hirer must sign acceptance of these prior to the hiring.

**Charges**

**Weekday bookings**

Organisations and meetings £**14.00** per hour and in addition an opening up/handover fee of £7.50 will be charged for each booking

**Friday Evenings / Saturday bookings**

Organisations and meetings **£14.00** per hour and in addition an opening up/handover fee of £10.00 will be charged for each booking

**Sunday bookings**

Organisations and meetings £14.00 per hour and in addition an opening up/handover fee of £15.00 will be charged for each booking

The changing rooms and pitch £45.50 per match

1. Unless billing arrangements have been agreed by the Pavilion Management Committee. The Invoice must be paid 14 days before the event.

2. For regular bookings, payment shall be made within 14 days of receipt of the relevant invoice. Invoices will be sent quarterly in advance.

3. For private parties hosted by an individual, a deposit of £100 will be paid at the time of booking over and above the hire charge. The deposit shall be refunded after the event once the Pavilion Manager is satisfied that no damage or loss of property has occurred.

4. Any late payments will incur an admin fee of £5.00

**Cancellations**

1. Any monies already paid will be refunded in full for hiring’s cancelled by The Pavilion. However The Pavilion shall not be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to a cancellation.

2. A Hirer cancelling an event with less than four weeks’ notice will normally be charged up to 50% of the hire charge.

3. Hirers will be liable for the full charge for any bookings cancelled with less than a week’s notice.

4. In exceptional circumstances the charge can be negotiated with the Pavilion Manage.