

WEST MOORS MEMORIAL HALL

Hire Deposit Requirements and Deposit Retention Conditions – September 2024

Reasons for a Deposit and a Retention

Deposits are not required to secure a booking but to cover any costs that might be incurred by the Hall after a Private Hire event, such as a party. This document sets out how the deposit is calculated and the reasons and rationale for retaining all or part of the deposit should the Booking Conditions not be adhered to by the hirer.

Deposits

A returnable deposit will be charged to the organiser of a 'Private Hire' event (defined below) based on the Trustees' experience of known, possible or expected risks to the Hall. The deposit is calculated as follows:

Type	Description	Base Deposit	Extras	Total
Meeting	Discussion Groups, Committee Meetings, Lectures etc	£0		£0
Non-Party	Privately organised get-togethers without any elements of a party.	£75		£75
Party	Basic event without alcohol or music, finishing by 23:00	£100		
	Party with alcohol present		£50	£150
	Party with Music*		£50	£200
	Party with late finish (i.e. booked and paid for until 23:30~)		£50	£250
Thus the minimum deposit for a party is £100 and the maximum is £250.				

* A non-refundable £5 contribution to the Hall's PRS Licence will be added to the Hire Charge if the booking is **not** for a domestic or public service event. ~ The Hire Charge will include a £20 charge for the 23:00 to 23:30 booking.

A **Private Hire event** is generally a one-off event organised through the Booking Agent by a person not normally known to the Hall, and who is not on the Hall's list of Regular Users.

Deposit Retentions

In exceptional circumstances, a portion of the deposit, up to 100%, may be retained by the Hall if any of the Booking Conditions are breached, as set out in the following table. Deposits are generally refunded within 10 days of the hire.

Breach of Booking Conditions	Category	Retention	Rationale
The Hall is left untidy / not cleaned fully / needing extra cleaning and / or tidying	Financial Recompense	£20	Offsets extra work for Trustees and Caretaker and any extra cost charged by cleaners
Damage caused to any part of the Hall	Financial Recompense	20% to 100%	Depending on repair costs and determined solely by the Trustees
Police and / or Fire services attend the Hall due to disruption	Behaviour Deterrence	100%	Disturbance to neighbours and the Hall's reputation
Hall left unlocked / keylock not secured / internal fire doors wedged open risking intrusion and damage.	Financial Recompense & Risk Avoidance	100%	The Hall's insurance is compromised or at worst invalidated if the Hall is left open or if internal fire doors are wedged open.
Lights left on / windows left open	Financial Recompense	10%	Contribution to extra power cost
Loud music impacting neighbours leading to a complaint	Behaviour Deterrence	100%	Extra cost / time for Trustees dealing with neighbours
Entry before booked time and / or exit after booked time	Financial Recompense	Published Hire Charge	Users of the Hall are charged for time used.

The Trustees reserve the right to make adjustments to these Retentions according to the circumstances of the case. Payment to the Hall of the deposit and the hire charge represents full acceptance by the hirer of the Booking Terms and Conditions. If there is a 100% retention and hirers leave the Hall well after 23:30, a further hire charge may become payable.