NON PAYMENT POLICY

For Private Function Bookings Of The Hall.

1) On confirming a booking for the hall, an invoice will be issued, along with Hall Terms and Conditions which details payment terms.
2) Full payment, including any damage deposit, must be paid within 6 weeks of the hire date. A deposit of £25 is payable within 7 days for all bookings beyond 6 weeks.
3) An email reminder will be sent should payment not be sent by the due date.
4) A further email will be sent if payment has not been received 5 weeks prior to hire together with a telephone call.
5) Failure to make payment at this stage will result in the booking being cancelled, and the matter being referred to the Small Claims Court to recover lost revenue.
6) For cancellation dates and fees, please see the Terms and Conditions.

For Regular Hire Bookings of The Hall:

1) On initial hire the Hall terms and Conditions will be sent which details payment terms.
2) An invoice will be sent at the end of each month.
3) Full payment must be paid within 30 days of receiving the invoice.
4) Two email reminders will be issued at 30 days and 45 days.
5) If the invoice remains outstanding at 60 days a final demand will be issued warning that all future hires will be cancelled and demanding immediate payment.
6) Should payment still be outstanding at 75 days County Court action will be taken.

All Other Invoices To Private Individuals:

1) Invoices will be payable within 7 days.
2) A reminder will be issued if the invoice remains outstanding after 14 days.
3) A final reminder will be issued if the invoice remains outstanding at 30 days.
4) County Court action will be taken if an invoice remains outstanding after 45 days.

All Other Invoices To Companies:

1) Invoices will be payable within 30 days.
2) A reminder will be issued if the invoice remains outstanding after 45 days.
3) A final reminder will be issued if the invoice remains outstanding at 60 days.
4) County Court action will be taken if an invoice remains outstanding after 75 days.

Adopted 15th May 2025
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