

Hire Charges

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Mondays - Fridays	Business Hire Rates	Community Hire Rates	Availability
Scratchley Hall	£55.00	£45.00	09:00 – 17:00
	£60.00	£50.00	17:00 – 23:00
Lounge Room	£25.00	£20.00	09.00 – 21:00
Beauty Room	£15.00	£10.00	09:00 – 18:00

Saturday - Sunday	Business Hire Rates	Community Hire Rates	Availability
Scratchley Hall	£60.00	£50.00	11.00 – 23:00
	£75.00	£75.00	23:00 – 00:00
Lounge Room	£30.00	£25.00	09.00 – 21:00

*Saturday evening only. Not available on Sunday nights.

**All rates quoted are per hour and inclusive of VAT

Payment Terms

When	Amount
7 days after making booking	50% of balance* + Damages Deposit
14 Days before hire	Remaining Balance*

*These amounts are non-refundable after the dates shown in the above table

- 1) All monies paid are non-refundable as shown in the above table.
(Ie: If full balance is paid on the day the booking is made, you are only entitled to 50% of the hire cost to be refunded up until 14 days before hire. No refunds shall be made within 14 days of the hire.
 - a) Late payments will result in your booking being cancelled
- 2) The booker, as named on the Booking Form, remains responsible for any damages, cleaning or other costs incurred by Age UK which arise as a result of your occupancy in our premises.
- 3) A damages deposit of £200.00 (inc. VAT) is mandatory for all bookings in all hire spaces.
- 4) Providing no damages or exceptional costs are incurred by Age UK following your booking, the damages deposit will be returned to the booker within 10 working days after your hire.
- 5) You will receive an electronic receipt by eMail for all payments made.
- 6) The minimum booking period is 60 minutes.

Hire charges are correct at time of print however are subject to change. VAT is not chargeable