



## Solva Memorial Hal Bookings

Bookings should be made in advance and confirmed with a 25% deposit and a signed booking form

### **Discounts**

Regular non-profit community group users, charity functions and wakes are eligible for a 25% discount. This is at the discretion of the Bookings Clerk / and or Solva Hall Management Committee. Supporting information may be required. All discounts are at the discretion of the Solva Hall Management Committee.

### **Deposit**

We require a 25% of the total booking fee to be paid in advance as deposit to secure your booking. For regular bookings this may be waived.

### **Payment**

Should be made 28 days in advance of your event unless otherwise agreed. Cheque / BACS preferred, cash is also accepted.

### **Cancellations**

Should you fail to notify the Bookings Clerk of cancellation 28 days prior to the date of your event the following penalties apply.

29 + days - no penalty applies.

14 – 28 days prior to booking date - 50% deposit fee will be returned.

0 – 13 days prior to booking date - 0% deposit fee will be returned.

### **Bond**

Please be aware that in relation to certain functions\*, the Solva Hall Management Committee requests a minimum refundable bond of £100, which may rise if it judges the event to be higher risk. In the event of damage and / or inadequate cleaning, this bond will be forfeited to pay towards cleaning / replacement items and any money left will be returned. Should higher costs than the bond be incurred the hirers will be invoiced.

\*Functions involving alcohol, high attendance numbers, unknown hirers.