

Lympstone Village Hall CIO

Cancellation Policy, September 2023

Lympstone CIO welcomes bookings and wishes the hall to be well used for the benefit of the community. However, the trustees have the added responsibility to protect the charity from significant loss of income in the event of late cancellation, also preventing the hall facilities from being offered to other potential users.

The impact of cancellation varies with the type and extent of each booking and to mitigate this the cancellation policy is as follows:

Booking type	Payment Schedule	Cancellation Charges
Day time One-off booking, e.g. Children's birthday party, meetings	Payment due at time of booking PLUS £50 refundable damages deposit	50% @ 4 weeks prior to event, 75% @ 2 weeks prior, 100% if 7 days or less to event date
Night time One-off booking	Payment due at time of booking PLUS £100 refundable damages deposit	50% @ 4 weeks prior to event, 75% @ 2 weeks prior, 100% if 7 days or less to event date
Charity events & village parties	50% at time of booking, 50% PLUS £100 refundable damages deposit 8 weeks before event date	50% @ 4 weeks prior to event, 75% @ 2 weeks prior, 100% if 7 days or less to event date
Regular classes	Invoiced monthly in arrears	50% @ 7 days or less on first cancellation in a term, 100% thereafter unless there are *extenuating circumstances e.g. injury or COVID.
Weddings	25% deposit at time of booking, 25% 6 months before date of event, 50% and £250 damages deposit 8 weeks before event	50% @ 4 weeks prior to event, 75% @ 2 weeks prior, 100% if 7 days or less to event date
Performances / rehearsals events bookings	£200 deposit due 4 weeks before the first booked rehearsal date. Draw down against deposit for hall hire costs. A further £200 will be invoiced and drawn down against for the ongoing hire. Performances invoiced 7 days before event, payment due 7 days after.	50% @ 4 weeks prior, 75% 2 weeks prior and 100% 7 days or less including any stage in rehearsals where we are drawing down on a deposit. If cancelled 4 weeks or less before the performance date then all remaining charges will apply. *extenuating circumstances e.g. injury or COVID.
Larger, whole venue bookings, e.g. Annual Art Exhibition, Village Show	Invoiced 7 days before event, payment due 7 days after	50% @ 4 weeks prior to the event, 75% @ 2 weeks prior, 100% @ 7 days or less *extenuating circumstances e.g. injury or COVID.

The management committee reserve the right to vary the above terms, being considerate of individual circumstances. If there is any prior history of damage, we reserve the right to increase the deposit.

*Extenuating circumstances will be considered by the LVH Committee to ensure there is a consistency of approach.

In addition:

LVH CIO reserves the right to cancel any hiring by written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

(b) the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.

(c) the premises becoming unfit for the use intended by the Hirer.

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but LVH shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

LVH CIO, September 2023