

### **For Private Function Bookings Of The Community Centre.**

- 1) On confirming a booking for the hall, an invoice will be issued, along with Community Centre 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 1 hours hire 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 Community Centre:**

- 1) On initial hire the Community Centre 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.