

PITSTONE MEMORIAL HALL

INVOICING/CASH COLLECTION PROCEDURE – September 2017

ONE-OFF BOOKINGS

1. Payment for bookings

A non-refundable deposit of 20% of the booking fee is required when the booking is made, by cheque or bank transfer, together with any payment required to cover potential Hall damage or breakages.

The balance of the booking fee is required no later than 21 days before the event.

If the booking is made with less than 21 days to the event the full booking fee is payable, together with any payment required to cover potential Hall damage or breakages.

When the event is fully paid, but is cancelled before the event, it is only 20% of the booking fee that is non-refundable.

Any refund of the damages/breakages cover payment will be made in the first 10 days of the month following the event.

REGULAR BOOKINGS

2. Invoicing

Invoices are raised in accordance with Hall usage and the current hire-rate structure, except as otherwise agreed by the Committee. This will usually happen in the first 10 days of the month following the month of the booking. By agreement, some Users are billed quarterly or otherwise, and record of any such agreements is kept by the Bookkeeper.

3. Invoice payment terms

The default payment terms are for payment within 14 days.

4. Overdue payments

If a payment remains unpaid for 45 days from the date of the invoice the Hall Committee reserves the right to cancel future bookings of that User until the amount owed has been settled.

