

# ST MARY'S CHURCH, OLD BASING & LYCHPIT

## PARISH ROOM

### BOOKING CONDITIONS AND INFORMATION

Administrator: Mrs D Filer 07541 698235

[admin@st.marysoldbasing.org.uk](mailto:admin@st.marysoldbasing.org.uk)

**Advice for emergency vehicles please quote RG24 7DJ**

**No Smoking is permitted anywhere on the premises**

#### 1. Single Bookings

- i. A Booking form must be completed, clearly stating the purpose of hire. Forms can be obtained from St Mary's Church Administrator.
- ii. A deposit of 50% of total hire fee is required to secure the booking, payable by cash or cheque only and must accompany the completed booking form. .
- iii. Cheques should be made payable to: St. Mary's Church PCC Old Basing & Lychpit.
- iv. The balance of the fee is **due 14 days prior** to the booked date. **If not paid in full when due the booking will be cancelled and the deposit forfeited.**
- v. **The fee for late bookings** (those made within 14 days prior to the booked date) **must be paid for in full at the time of booking and is thereafter non-refundable.**
- vi. Where a caretaker is required for locking and unlocking **an additional fee is payable.**
- vii. The PCC reserves the right to request a damage deposit at the time of booking.

#### 2. Regular Bookings

The Church Administrator will advise on payment of deposits and full booking fees at the time of booking. Start and end times, numbers of dates/weeks should be clearly stated on the booking form.

#### 3. Cancellation

- i. When a cancellation is made 28 days or more prior to the booked date an admin charge will apply and be deducted from the deposit accordingly.
- ii. When a cancellation is made fewer than 28 days prior to the booked date, and a new date is not re-scheduled, the deposit will be forfeited. A partial refund may be made at the discretion of the PCC in exceptional circumstances.

Revised May 2109