

Victoria Village and District Welfare Hall

Policy on Payment for One-Off Hall Bookings

Effective Date: 21st June 2025

Purpose:

This policy outlines the payment requirements for individuals or groups making a one-off rental booking at Victoria Village and District Welfare Hall. It is designed to ensure fairness and operational efficiency, following a noticeable increase in last-minute cancellations and non-attendance.

Policy Statement:

To secure a booking for a one-off event at Victoria Village and District Welfare Hall, full payment must be made at the time of booking. This policy applies to all individuals, organisations, and groups hiring the hall for single-use events such as parties, meetings, private functions, or community activities.

Reason for Policy:

Due to a rising number of cancellations and non-attendance for one-off bookings, which impacts both the hall's operational planning and financial sustainability, this policy is necessary to ensure commitment and reduce losses.

Terms and Conditions:

- Bookings will only be confirmed upon receipt of full payment.
- Payment is non-refundable unless the hall is unable to honour the booking due to unforeseen circumstances.
- If the hirer cancels their booking, the payment will not be refunded.
- Exceptions to this policy may only be made in exceptional circumstances and must be agreed in writing by the Hall Secretary or Committee Chair.

Enforcement:

The Hall Committee reserves the right to deny access to the premises if this policy is not adhered to. No provisional bookings will be held without full payment.