



Buckland Old School Trust
Buckland Village Hall,
New Road,
Buckland, Aylesbury, Bucks.
HP22 5JB
Tel: 07749041434

Registered Charity no: 1069992

Payment Policy

Once booking has been confirmed the hall hirer is required to pay an invoice of 50% of the hire fee. This payment must be received no later than 14 days after the date on the invoice. If payment is not received the booking will be cancelled.

The remaining balance is required 4 weeks prior to booking.

If a booking is made less than 4 weeks prior to booking date then full payment will be required within 3 days of invoice.

Payment details will be supplied with the invoice. Payment should be made by bank transfer, account details will be supplied with the invoice.

Cancellations

In the event of a booking cancellation by the Hirer, which must be notified to the Bookings Secretary in writing, a refund may be due if the cancellation is notified :

More than 4 weeks prior to the booking date	Full refund
Between 2-4 weeks prior to the booking date	50% refund (less £10 administration charge)*
Less than 2 weeks prior to booking date	No refund

If hirer has only paid the required 50% deposit, this will be retained in full. If hirer has paid in full, 50% will be refunded.

Where, following cancellation, the hall is subsequently hired out again, a refund (full or partial) may be provided dependent on whether the booking charges are fully or partially recovered by the new booking.