



Westleton Village Hall

Registered Charity Number 1026353

<http://westleton.onesuffolk.net/village-hall/>



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Policy for Provisional Bookings of the Hall

The committee is anxious to ensure that, as far as possible, the hall is available to regular users as “back-up” if other arrangements fail because of, eg, bad weather (for external events) or the loss of an expected venue.

The committee will, as far as is possible, attempt to publicise planned closures well in advance so people can warn us of any potential difficulties. However, we may need to confirm arrangements with contractors quickly.

If a regular client wishes to make a provisional booking to “hold” the hall in reserve then the following policy will be applied;

If there is a prior booking on the date or time required then the provisional booking cannot be accepted.

If, after a provisional booking has been accepted, there is a request for a definite booking at the same time we will contact the client with the provisional booking before accepting the definite booking.

The definite booking will have priority unless the client with the provisional booking is prepared to pay the full rent for that period. **We cannot afford to turn down paying bookings.**

Regular clients are encouraged to make definite or provisional bookings as far in advance as possible.

Bookings (definite or provisional) for annual predictable events will be noted during the December of the previous year and confirmed with the client(s).

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