

PURTON PARISH COUNCIL	TRANSFER OF HIRE BOOKINGS
APPROVED BY COUNCIL:/...../..... <i>This policy will be reviewed every year in line with price increase unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk:	Dated:

1. POLICY STATEMENT

Purton Parish Council as administrators of the Village Hall, Bowls Pavilion and Millennium Hall buildings recognises the importance and value of assisting, where possible, the hirers when they have to cancel bookings due to unforeseen circumstances.

In support of this the following guidance has been created to allow the Clerk to make decisions on whether a booking can be transferred without financial loss to the charities. In the absence of the Clerk the Chairman of the Charities will consider any requests.

2. CURRENT TERMS AND CONDITIONS

The Charities have formulated a policy for pricing and terms and conditions of hire for all their buildings and within the Terms and Conditions of hire there is strict guidance on cancellation of bookings as follows:-

In the event of cancellation the following Refund (+deposit) will be given:

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| a) Cancellation up to 16 weeks before event | 100% refund |
| b) Cancellation between 16 and 12 weeks before event | 50% refund |
| c) Cancellation between 11 and 8 weeks before event | 25% refund |
| d) Cancellation 7 weeks before event | No Refund |

3. TERMS AND CONDITIONS VARIANCE

This policy is intended to cover an agreed variance in the Terms and Conditions of hire. No other member of staff has authority to agree changes apart from the Clerk or in her absence the Chair of Charities.

4. AGREEMENT OF TRANSFER

If a hirer has paid their fees and then wishes to cancel and transfer within the period of no refunds, or restricted refunds, the enquiry must be placed with the Clerk for consideration.

The following criteria will be assessed :-

- Is the hirer a charity/community group ? If yes, the Clerk will give authority to transfer. If the date of transfer exceeds the date of the current financial year due to timing of the cancelled booking, the Clerk will advise that revised prices will come into effect with the annual increase and therefore the transfer will be subject to additional costs.
- If the hirer is not a community group/charity hire they will be refused unless extenuating circumstances
- The Clerk will, once an agreement to transfer has been given, advise the Administrator to liaise with the hirer to rearrange a suitable date and amend charges if necessary. If the hirer wishes to change the hire to a lesser period, no refunds will be given.
- Additional time required will be chargeable.
- Transfer only if agreed, no monetary refunds offered in exchange.