



Room Hire Policy

Payment Terms:

Invoice will be sent within one month of the room hire either before or after hire has taken place.

Payment is due within 30 days of invoice date.

Cancellation Terms:

60 days + notice = Full refund (no charge)

30-60 days notice = 90% refund (10% charge)

14-30 days notice = 75% refund (25% charge)

3-14 days notice = 25% refund (75% charge)

0-3 days notice = no refund (100% charge)

Terms & Conditions of Hire:

Moretonhampstead Development Trust shall not be responsible for any loss or damage to property.

The hirer shall be responsible for any damage caused to Trust property.

Smoking is not permitted in the building or on the front steps.

The hirer shall be responsible for their own insurance liabilities and need to send a copy of their public liability cover to MDT.

Opening and closing outside office hours incurs a £10 charge.

Moretonhampstead Development Trust

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