

HIRING SYDENHAM GARDEN RESOURCE CENTRE: PAYMENT TERMS AND CONDITIONS **(To be read in conjunction with the General Terms & Conditions / FAQs).**

Please read carefully before completing the booking form. Completion of the booking form is taken as an agreement to these terms and conditions, therefore please ensure that the person returning the booking form has the appropriate authority.

GENERAL

1. The **hire rate** for the Resource Centre is **£40.00 per hour** charged on a half hourly hour basis. When booking the Hirer should include time to set up and tidy up afterwards.
2. A **refundable deposit of £200** is required to secure any booking and cover for any damage; breakages; late arrivals / departures; additional cleaning costs etc.
3. **Invoices** for the hire fee and / or deposit will be issued once the booking has been confirmed by Sydenham Garden.
4. **Payments can be made** by bank transfer (Our details - Sort code: 40-52-40 / Account No. 00018879)
5. If required, **a receipt can be issued** for the deposit and / or the hire fee.
6. **Long term, regular bookings** must be paid for monthly in advance and will be subject to a further rental agreement.
7. **Late arrivals and departures** will be charged £40 for every additional hour (or part of) incurred.
8. **Additional cleaning required** to be undertaken by Sydenham Garden resulting from the hire **will be charged at £40** for every hour (or part of) incurred.
9. **The Trustees of Sydenham Garden** reserve the right to refuse any application to hire the Resource Centre without giving a reason.
10. **The Trustees of Sydenham Garden** regularly review the conditions of hire which may be changed at any time. Hirers will be given two weeks' notice of any change.

GENERAL BOOKING TERMS

1. You can book online using the following link: [Hiring Sydenham Garden Resource Centre: Booking Form – Sydenham Garden](#)
2. The **refundable deposit** is required within 7 days of Sydenham Garden confirming a booking. Payment of the **hire fee** is required at least 1 month before the booking date.
3. Sydenham Garden reserves the right to cancel the booking if these monies are not received within the times noted.
4. **Cancellation Policy:**
 - a. If a booking is cancelled more than 1 month before the booking date, a £30 administration fee will be charged.
 - b. If a booking is cancelled within 1 month of the booking date Sydenham Garden will charge 75% of the hire fee.
 - c. If a booking is cancelled within 1 week of the booking date Sydenham Garden will charge 100% of the hire fee.