

Review of the Festival Hall damage deposit process.

As part of the booking process, we ask for hirers to pay a refundable damage deposit of either £50 (under 25 people) or £100 (over 100 people). The deposit is only returned if the venue has been left in a satisfactory condition. I can only recall that we have utilised the deposit a couple of the times in a number of years. To reduce the amount of admin time associated to the deposit process, my recommendation would be that we only ask for a room deposit of £50.00 on functions that exceed 80 people, when the marquee lining has been booked or if alcohol is for sale/consumed. A £50 or £100 can be quite a lot of money to pay out for people on top of their normal hiring fees and we are keen to enhance our provision by increasing the number of bookings at the Festival Hall.

Faye Lambkin-Smith

Community Manager

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