



BOOKING CONDITIONS FOR VENUE HIRE

2023/2024

1. All bookings are subject to The Gasworks Sudbury terms and conditions of hire.
2. All bookings to be made with The Gasworks General Manager via email Info@sudburygasworks.com or written and hand delivered or signed for.
3. A written confirmation and invoice will be issued, and a receipt upon payment.
4. Payment is by bank transfer or in person via card.
5. An advance payment, equivalent to the deposit (if applicable) plus two hours hire, or the deposit (if applicable) plus 50% of the hire fee (whichever is the greater total), is required at the time of booking. Any balance to be paid at least two weeks before the event.
6. Cancellation of a booking must be notified to The Gasworks General Manager via email info@sudburygasworks.com or phone 07837638816 at the earliest possible time.
7. If cancellation is received less than 8 weeks before the event, the advance payment will be forfeited. Unless a replacement booking for the room is received.
8. If cancellation is received within 14 days of the event, the full hire fee will be forfeited. Unless a replacement booking for the room is received.
9. The booking may be cancelled and any deposit forfeited in the event that the final payment is not received.
10. Any queries regarding these charges and the conditions of hire should be made in writing to The Gasworks General Manager via email info@sudburygasworks.com.

THE GASWORKS SUDBURY, SCHOOL LANE, DE6 5HZ

WWW.SUDBURYGASWORKS.COM

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