



Parish Office  
Village Hall  
Horton Road  
South Darenth, Kent  
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Thank you for your enquiry regarding hiring one of our halls. Please note that provisional bookings are held for **7 days** from the date of enquiry. If bookings are within 1 month, the time frame to pay in full and return completed paperwork is 48 hours.

The **Balance Payment** is required **minimum 4 weeks** before your event.

Damage deposits for all bookings are £300. This amount is taken as a 'pre-authorisation' from your card, preferably a credit card, when you **collect the keys on the Friday before your event**. Funds of £300 must be available in your account, but it won't be deducted, similar to when hotels take your card details at check-in. The Damage Deposit pre-authorisation will be cancelled in full on the Monday after your event unless there is a breach of the terms & conditions.

PLEASE NOTE THAT VIEWINGS ARE BY APPOINTMENT ONLY DUE TO THE HALLS BEING IN HIGH DEMAND. More than 1 viewing will attract a fee in line with the hourly hire rates.

To secure your booking, please return the following to the Parish Office:

- Signed/completed hiring form
- Signed Terms & Conditions
- Booking deposit of either £20 or 25% of the total hire fee, **whichever is the greatest**.  
The preferred method of payment is via BACS (bank details attached). You can also pay by card in the Parish Office (office hours Fridays only 9am-12.30pm).

**IT IS YOUR RESPONSIBILITY TO ENSURE THE DEPOSIT AND BALANCE ARE PAID ON TIME. FAILURE TO DO SO MAY RESULT IN YOUR BOOKING BEING CANCELLED.**

Both the Village Hall and Jubilee Hall exist for the benefit of our local community; we are proud of them and as such we are anxious to take good care of them. We ask all hirers to respect this ethos and therefore have a careful booking procedure including clear Terms & Conditions. Due to maintenance work/hall cleaning or other hirers booking the halls (either before or after your hire), **please do not enter the hall(s) early or overrun your hire time.**

I look forward to receiving your completed booking forms/deposit at your earliest convenience.

Yours sincerely

**Lisa Johnson**  
**Clerk to the Council**