

Currie Community Centre

Booking Procedure and Payment Terms

Booking Procedure

If you would like to book Currie Community Centre, first check availability using our up-to-date calendar via www.hallbooking.com/currie

If you can find a suitable date and time please familiarise yourself with our **charges** and **terms and conditions of hire** available on the same website.

You can then email our bookings coordinator Susan Brown, at bookings@curriecommunitycentre.org to submit your request. She will then confirm that your booking date is available, and the hire fee and deposit required. You can then complete our **booking form**. **Your booking will remain provisional until we have received your payment**

Payment Terms

Full payment of your hire fee, or first month plus deposit of £100 is due no later than **two weeks** before your first hire date. We do not issue reminders, so please ensure that you make your payment in good time; if payment is not received you may forfeit the period booked and we may accept bookings from other hirers.

Please note that bank transfer is our preferred method of payment – cheques will only be accepted by prior agreement at the time of booking.

- Bank Transfer: to our bank account:
 - Currie Youth Club
 - Bank of Scotland
 - Account 00338728
 - Sort Code 80-06-20
 - Please quote your name or organisations name as a reference, and provide us with your bank details for the return of the deposit bookings@curriecommunitycentre.org
- Cheque: *only accepted by prior agreement at the time of booking with the Bookings Coordinator. Any fees incurred due to use of cheques will need to be added to the hire fee.*

Unfortunately, we are **unable** to accept cash.

****Please check terms and conditions for cancellation policy**