



BOOKING POLICY

We seek to provide a transparent, simple and fair to use booking system for our hirers, volunteers, and trustees. We are committed to prioritising bookings that benefit the local community. Commercial hire rates are by arrangement with the trustees

GENERAL INFORMATION

- The centre can be booked between 07:30am and 10:00pm.
- Bookings requests will usually be acknowledged within 24 hours and confirmed later by email.
- Booking times must include enough time to set up and pack away after the event. We plan to allow a reasonable time between bookings but please ensure you are clear of the Centre by the time your booked session ends.
- All booking dates and times are based on information supplied by hirers. It is the responsibility of the hirer to check the dates, start and finish times, and any contact details as displayed on the Moresk Centre website. Public meetings will show a contact person, private bookings will not.
- Trustees reserve the right to decline a booking request.

BOOKING FEES

- **70 seat Auditorium** - £48 per session, including use of the AV system and kitchen. One session is 3 hours. Booking may be extended at £15 per hour.
- **15 seat Conference Room** (including wide screen smart TV) - £8 per hour. NB can only be booked in conjunction with the Auditorium or if the Auditorium is not in use.
- **12 seat St Piran Room** - £5 per hour.
- **Kitchen and equipment** (when booked separately) - £4 per hour.

TERMS AND CONDITIONS

- Limited on site storage is available by prior arrangement.
- The Centre has free broadband and Wi-Fi for all users.
- For a single session, full payment must be made via the website when booking. Bookings cannot be accepted until payment has been made.
- We offer a 10% discount if 4 bookings are made and paid for in advance, or for regular weekly bookings of more than 4 sessions paid for at least 4 weeks in advance. Payments qualifying for the discount should be made via the website or by BACS.
- No refunds will be considered unless notice is given at least 4 weeks before the booking date.
- For regular bookings it may be possible to move a booking forward, by prior arrangement.
- In order to help and encourage new groups and existing clubs, groups and societies that provide direct benefit to the local community, we maintain a Hardship Fund. This fund is administered by the trustees to help support groups who may be having difficulty in meeting hire costs.

Updated August 2021