

Scaynes Hill Millennium Village Centre

Outline of the basis for deductions from the damage deposit that we may make:

Failure to Leave the centre clean	From £25 depending on the amount of work involved to rectify. Minimum £25 admin fee. Hourly rate after first 15 minutes £50 per hour pro rata to time taken.
Damage	The cost of repair and a £25 admin fee.
Failure to leave items borrowed clean and dry and put away as they were found.	From £25 depending on the amount of work involved to rectify. Minimum £25 admin fee. Hourly rate after first 15 minutes £50 per hour pro rata to time taken.
Using the centre outside of your booked time.	Normal appropriate rate along with £25 admin fee.
Failure to finish you event within the centre's licenced hours, jeopardising the centre's licence.	Forfeiture of your deposit.

All deductions are at the discretion of the booking secretary and the chair of trustees will have the final say should a deduction be questioned.