

OVING JUBILEE HALL
HIGH STREET OVING CHICHESTER
PO20 2DQ
Registered Charity No 1077213

23 March 2020

**CORONAVIRUS – OVING JUBILEE VILLAGE HALL**

With the spread of the virus continuing and the Government and Public Health England's advice asking everyone to adhere to the self distancing instructions together with the closure of many of our High Street shops which are not food shops, the Management Committee has taken the decision to close the Hall until further notice.

Many apologies to those who have bookings in the next couple of weeks but I think it is unlikely we shall be able to honour existing bookings for some time yet. Our aim will be to re-open as soon as we can but we do have to abide by the Government guidance. We will be reviewing this decision as the situation continues to change and contact you as soon as we are able to.

Cancellation conditions:

- Where bookings have to be cancelled in line with up-to-date Government advice at the time of the booked event and where the full hire fee has been paid, we will repay 100% of the booking fee
- Where bookings are cancelled outside of any up-to-date Government advice at the time of the booked event, we will adhere to the cancellation charges as detailed in the Hiring Agreement.
- Where bookings can be deferred and a future date rescheduled and agreed with the hirer, we will retain any payments already made and continue the hiring agreement process at the due time.
- As from today where initial bookings are taken and the booking deposit paid, the hiring agreement process will proceed. If at the point of paying the balance, the Government Guidance on gatherings and public places is still in place, we will not proceed with the booking and will repay the deposit.
- Regular User groups are invoiced at the end of the month. We will issue invoices for their March actual usage and where they have confirmed that they will be cancelling until further notice, we will invoice once their meetings recommence. We ask that they give us at least a week's notice of their intention to restart.

Thank you for your continued support to our Village Hall and we hope to resume business as usual as soon as guidance permits.

Eileen Saunders
Chair, Oving Jubilee Hall Management Committee