

BRAYFORD VILLAGE HALL

HIRING POLICY

Registered Charity No. 300780

INTRODUCTION

Brayford Village Hall Management Committee is governed by a Conveyance dated 18th December 1954. The aims and objectives of this document and our Procedures & Policies document are to provide a community centre for the local population by administering and maintaining the property in good repair.

This policy defines the rules for hiring out the Hall by having appropriate insurance and other safeguards in place to protect users, thus ensuring the assets are used in the best interests of the charity.

1. HIRING AGREEMENTS

Our Hiring Agreement is based on the requirements of our Procedures & Policies document and reflects the conditions imposed on the Village Hall by the Premises Licence.

Main Conditions and Requirements for hiring the Hall are:

- **That any part of the building** is available for hire for any lawful purpose, but that the Booking Secretaries (on behalf of the Management Committee) reserves the right to refuse a hiring without giving any reason.

- **That when Booking the Hall a Hiring Agreement** must be signed by both the Hirer and the Booking Secretary (on behalf of the Management Committee)

- **That the Hirer must sign and agree to the following –** that they will comply with the rules set by the Management Committee. Including *the Standard Conditions of Hire* - copy of which can be found on the village hall website and on the village hall notice board. A paper copy can be given to the hirer on request.

- **The hirer must agree to comply** with the Premises Licence Operating Schedule and with the conditions pertaining to Public Licences for Entertainment and the Sale of Alcohol.

- **Age and Presence at an Event** –The Hall will not be hired to those under the age of 18yrs and the Hirer/ Nominated Representative is required to remain present for the duration of the agreed hiring.

2. BOOKING SECRETARIES

i) The Management Committee have conferred responsibility of Hall Hirings to the Booking Secretary Maxine Padgham who manages the online calendar. brayfordvhbookings@gmail.com .

ii) Booking Secretaries are responsible for managing the Hall calendar and ensuring Hire Agreements are completed.

iii) Any areas of dispute to be referred to the Management Committee for consideration and resolution.

3. BOOKINGS

i) Village organisations are given priority access to the Lettings Diary to book their usage. Regular hirers are automatically entered into the diary according to their current usage in anticipation of their hire continuing. Changes to hours of usage are not automatically guaranteed and requests for changes will be accommodated at the Booking Secretaries' discretion.

ii) Where a regular Hire is defined as a term-time hire, the hirer will not be charged for holiday periods at the Booking Secretaries' discretion, where these are advised in advance. If a hirer with a term time hire wishes to continue during school holiday periods (including half terms) the usage during school holiday periods must be booked separately in advance.

iii) Once local organisations and regular hirers have been included in the diary, other bookings will be accepted on a first come/ first served basis. They may also cancel bookings in line with Brayford Village Hall's *Standard Conditions of Hire*.

iv) If a Hirer wishes to cancel a booking the Booking Secretaries will endeavour to rebook the date. However they may with the Trustees' agreement :-

- Require payment of the hire fee.
- Waive payment for occasional short notice cancellations by regular long-term hirers.
- Terminate regular hiring agreements upon reasonable notice to the hirer.

4. HIRING RATES AND AREAS OF HIRE

i) The Hall is licence from 9.00am to 11.00pm and the following areas of the Hall may be hired:-

- MAIN HALL
- SKITTLES ALLEY – as agreed with the Booking Secretary

ii) Pricing per session is as follows:-

From	To	Rate
09.00	**13.00**	**£ 40**
13.00	**18.00**	**£ 40**
18.00	**23.00**	**£ 80**
All Day	To be agreed on enquiry	

iii) Rates for Parties, Weddings and other Special Events to be agreed with the Booking Secretaries.

iv) Local residents within Brayford are offered a 10% discount in accordance with our Standard Conditions of Hire. Charges for groups wishing to organise events where proceeds or services would benefit and support local communities will be offered a discount of 50%. Any other discount to be agreed at the Management Committee's discretion

v) Hire of the whole Hall includes the use of the kitchen and kitchen equipment, Tables and Chairs, Lighting and Heating, plus the Bar Area. Hiring of the Skittle Alley to be agreed between the Booking Secretaries and the Hirer, as will the hire of any additional equipment.

vi) Use of the AV system or Stage must be agreed beforehand with the Booking Secretaries

vii) All Hirers are responsible for setting up and cleaning away afterwards, so time booked should take this into account. Booking Secretaries will endeavour to allow 15 minutes between bookings for hirers to arrive and leave; although where demand for the Hall is high this may not be possible.

viii) An additional cleaning charge may be applied if in the opinion of the Booking Secretaries or Management Committee, the hall has not been left clean and tidy in accordance with the *Standard Conditions of Hire.*

5. PAYMENT OF FEES

i) Payment from occasional hirers to be made at least a week before the date of hiring by using online banking if possible into the following account:

Account Brayford Village Hall
Acc. No. 5138 7545
Sort Code: 40-42-29

If a Hirer is not able to use internet banking, cheques should be made payable to **Brayford Village Hall,** or cash handed to the Treasurer/ Booking Secretary.

ii) When paying by internet banking, the Hirer is to be asked to fill in the reference box with an identifiable name e.g. the name of the event with the initials of the name of the Hirer... This will enable the treasurer to identify the transaction.

iii) For regular bookings the treasurer will invoice the Hirer at an agreed time of the month/ year as some hirings will be seasonal.

6. DEPOSITS

It was agreed that Hirers would not be asked for a deposit, but the Management Committee reserve the right to do so in certain circumstances.

7. VILLAGE HALL POLICIES AND REQUIREMENTS

Hirers will need to adhere and comply with the following **:-**

- **Health and Safety**
- **Safeguarding**
- **Accident and Incidents**
- **Fire Safety**
- **Equal Opportunities**

8. KITCHEN HYGIENE

In compliance with hygiene regulations, a recent inspection of the Kitchen rated it as 5-star. .

9. ACCIDENTS AND INCIDENTS

The nominated/ designated officer overseeing the reporting and recording of accidents and incidents is : **Richard Lennon**

These will be recorded in the Accident/ Incident book (located on the left hand side just inside the Kitchen) – and reported to the Incident Contact Centre.

10. SAFEGUARDING

Any issues or concerns relating to safeguarding of children or other vulnerable persons should be addressed to the designated Safeguarding Officer : **Maxine Padgham**

11. FIRE SAFETY

Hirers will be given a map to ensure they are aware of :-:

a) Where the fire exits and fire fighting equipment are.
b) Where the circuit breaker box is located
c) The location of the First Aid Box and the Incidence Book
d) How to enter the WiFi code of the Village Hall onto their mobile phones to enable them to call the emergency services if necessary as there is not telephone at the village hall.
e) Where and how to use the appliances and equipment in the kitchen

12. PREMISE LICENCE

The Hall has a premises licence and :-

a) this authorises the entertainment and the sale of alcohol at a community event with members of the village hall present.

b) For a non-community event, if alcohol is to be sold then the hirers will need to apply for a TENS (Temporary Events Notice) licence and send a copy to the Booking Secretary.

c) Hirers must acknowledge they have read the *Standard Conditions of Hire* and received details regarding safety information. They must also accept responsibility for the management and supervision of the premises during their hire.

13. POLICY REVIEW

The Village Hall Management Committee will carry out an annual review of this policy at the Annual General Meeting