

CREECH ST MICHAEL VILLAGE HALL**HIRING POLICY****ALL HIRERS**

- The Village Hall can be booked via the Hallmaster Booking System which can be found on the Village Hall Website
- www.csmvillagehall.org
- Once the customer has made a booking on Hallmaster notification is sent to the Booking Co-ordinator who will confirm the booking and send a confirmation e mail once the e mail address has been verified.
- An invoice will be sent once the booking is confirmed.
- The Booking Co-ordinator can be contacted by phone or email if there are any problems with the on line system.
- The booking co-ordinator must be contacted if the booking is to be cancelled or amended.
- Contact details can be found on the noticeboard at the hall or on the website.

- **KEYS AND END OF SESSION**
- The keys are kept in the Key Safe which is situated outside the Main Door of the Chown Hall. The number for the keysafe will be included on the invoice. Please note this will be changed on the 15th of each month.
- If you require access to the Audio Visual equipment this is kept in a small cupboard outside the locked storeroom for the main hall. The A/V equipment for the Cartwright room is also kept in a coded cupboard in the main storeroom.
- If the A/V system is required the codes for this will also be included on the invoice
- All keys and A/V equipment must be replaced in the safe where they were located.

- **REGULAR BOOKINGS**
- Regular bookings will be invoiced at the end of each month. The key code for the following month **will be shown on the invoice.**
- **CLEANING AFTER EVENTS**

- All users of the hall **MUST** make sure that the hall is left clean and tidy.
- All Bins must be emptied and rubbish must be removed at the end of the hire. It should be placed in the large waste disposal bin outside the Cartwright Room. The waste is sorted for recycling after it is collected

- In the event of extra time being required for cleaning and clearing up after late night events it may be necessary to book the hall for the following morning. In these circumstances prior agreement must be requested and obtained from the Booking Co-ordinator as it may be necessary to ask a regular booking to stand down for the odd occasion as per their booking agreement.
- Any extra cleaning or removal of rubbish required due to misuse or not complying with hire agreement will be charged accordingly and deducted from any deposit being held for the event

AGE RESTRICTIONS

No persons under the age of 21 will be eligible to hire or sign the booking form for either individual or regular booking requirements

- Where teenagers and under 21s are present in significant numbers it is the duty of the hirer to ensure their safety, behaviour and respect for neighbouring properties at all times
- It is also the responsibility of the hirer to remain on the premises at all times and ensure there are sufficient adults also present in relation to the number of underage persons attending and to ensure the safety of any vulnerable adults

ALCOHOL AND LICENSING

- The Village Hall is licensed to consume alcohol on the premises providing it is not offered for sale.
- It is the responsibility of the Booking Co-ordinator to ascertain if the sale of alcohol is required at any given booking and to advise the hirer that it is their responsibility to apply to the Local Council for a Temporary Events Notice (TENs), a copy of which must be passed to the Booking Secretary and displayed on the notice board 10 working days in advance of the event taking place
- Irrespective of obtaining a TENs, no alcohol is to be consumed on or around the premises by any persons under the age of 18 and it is the duty and responsibility of the hirer to ensure this

DISCOUNTS

- As a Charity Registered Organisation it is not normally possible to give discounts other than in exceptional circumstances and at the unanimous discretion of the Management Committee whose decision will be final

NEW GROUPS/ORGANISATIONS

- Any new group, club or organisation looking to set up on a regular basis will be offered a free trial session. This is with the agreement of the Management Committee
- Thereafter all fees etc must be paid in accordance with the Conditions of Hire and Hire Policy

COMMERCIAL BOOKINGS

- Any commercial organisation must comply with any Special Conditions of Hire as agreed by the Management Committee
- Payment to be made in advance on receipt of Invoice from Booking Secretary and charged at the commercial rate as set out in the Hire Fee Schedule submitted with booking forms etc
- All commercial bookings are subject to the same rules and regulations as that of any regular or individual booking in relation to collection of keys, opening up, clearing up and return of said keys at end of session

LOCAL AUTHORITIES/EDUCATION

- Local Parish Council meetings charged at local rates
- **Any CONSULTATION or PUBLIC MEETING** held for the general benefit/interest of the community the charge (with agreement from the Management Committee) may in certain circumstances be waived

BANK HOLIDAYS

- With the exception of Christmas & New Year the Village Hall is available as usual
- The Hall is CLOSED on Christmas Day & Boxing Day and it is the Management's agreement that it is not let on New Year's Eve to prevent any disturbance to local residents.

INSURANCE

- The Hall has full Public Liability Insurance and Building & Contents Insurance
- At the discretion of the Management Committee, any Regular Bookings may request the storage (when available) of equipment used on a regular basis. This can be agreed but it is the responsibility of the Hirer to have his/her own insurance on equipment stored by the Village Hall.
- Any accidents must be recorded by the hirer on an Accident Report Form and passed to the Booking Co-ordinator. The forms can be found in the kitchen, alongside the First Aid Kit.
- It is the responsibility of the Booking Secretary to ensure that hirers are made fully aware of the requirements set out in this Policy.

EXPENSES

- Expenses can be claimed by Committee Members for expenses incurred.

It is recommended that the Management Committee should review this policy on an Annual Basis and therefore it will be an Agenda item at a Committee Meeting to be held before each AGM

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