

Hiring Policy

CREECH ST MICHAEL VILLAGE HALL

Version 3.0 — Reviewed: May 2026

General Hiring Requirements

- All hirers receive an email with a “Hire Pack” which includes documentation on instructions for using the hall, and the hall's Terms and Conditions, upon receipt of their booking request. If they do not have an email, a printed version can be posted to them.
- Bookings are confirmed upon receipt of the completed Booking Form. For larger events, like weddings, a deposit will be required to confirm booking. All hire fees must be paid in full 14 days prior to the event date. Unless waived by the Management Committee.
- Refundable security deposits may be required for full-day bookings or late-night social functions. The decision to request a security deposit will be made by the Management Committee.
- Cancellations require a minimum of 7 days' advance notice where possible.
- Failure to comply with the Conditions of Hire, Hall Policies, or safety regulations may result in your booking being terminated immediately and all attendees being required to leave the premises.

Key Access, Cleanliness & Hirer Responsibilities

- The signatory on the Booking Form is responsible for key collection via the key safe, securing the hall at the end of their booking, and ensuring the premises are left clean and tidy.
- All rubbish must be removed from the site by the hirer. Failure to leave the premises in an acceptable condition may result in extra charges.
- Standard setup and pack-down time (15 minutes each) is included free of charge and must not be exceeded.
- Any damage or breakages must be reported to the Booking Coordinator immediately.

Regular Bookings

- Regular hirers are invoiced periodically (Monthly, unless otherwise agreed by the Treasurer and Chair) with payment due within 14 days.

Age Restrictions & Supervision

- Individuals must be 21 years or older to hire the hall.
- Events involving teenagers or youth groups require adequate adult supervision on-site at all times.

Alcohol Licensing (Temporary Event Notices - TENS)

- Consumption of alcohol is permitted provided it is not offered for sale.
- If alcohol is to be sold, the hirer must obtain a Temporary Event Notice (TEN) from Somerset Council (subject to statutory annual hall limits) and submit a copy to the Booking Coordinator at least 10 working days prior to the event.
- No alcohol may be consumed by persons under 18 years of age anywhere on the premises.

Insurance & Safety

- The hall holds Public Liability and Building/Contents insurance. Regular hirers storing equipment on-site must maintain their own insurance.
- All accidents must be recorded on an Accident Report Form in the kitchen.

Policy Review This policy is reviewed annually by the Management Committee prior to the AGM.