

WORTON & MARSTON VILLAGE HALL TRUSTEES



HIRING POLICY

Registered Charity No. 248792

Use of the Village Hall

Worton & Marston Village Hall is available to hire by any group or individual who wish to use the hall for social or community purposes. We will not hire the hall to persons under 18, and the Trustees have the discretion to refuse bookings that they deem inappropriate e.g. teenage parties, gaming events etc.

The Trustees will review:

The hiring rates annually
The hiring agreement annually
The frequency of usage annually and any steps taken to address matters arising from the review
The hiring policy bi-annually

Bookings:

Bookings for the Hall are to be made with the Booking Secretary.
The Booking Secretary to be responsible for taking payment for hirings. Details of payments are to be given to Treasurer monthly.
The Booking Secretary must be provided with information relating to the premises licence.

It has been agreed:

All hirers of the hall will be issued with and sign a hiring agreement and return it to the Booking Secretary before the commencement of their hire period.

Regular bookings:

All regular hirers are to sign a hiring agreement annually by 31st March of any year.
Payment is to be made quarterly on agreement with the Treasurer and regular hirers will be sent a quarterly remittance advice.
Cancellation of any pre-booked dates are to be notified a minimum of 7 days in advance otherwise time may be charged.

Keys:

Regular hirers will be issued with a key to the Hall following a period of 3 months satisfactory use of the Hall.
Any group found to misuse the privilege of having a key such as going in before their booked time, staying beyond their booked time, making use of the hall at a time not booked or giving their key to a third party, will be asked to return the key.

Insurance:

Regular users are welcome to store their equipment at the hall but must ensure they have their own insurance cover.

Occasional bookings:

Occasional hirers are to sign a hiring agreement at least 14 days before the date of the hire period.
Payment is to be made in full 14 days before the date of the hire period with the exception of users who have used the hall previously in which case payment can be made within 14 days of use of the hall.
Where a booking is made by an individual for a private party, a deposit will be required to secure the booking and to cover any damages. The deposit will be returned in full unless the hall was not left in accordance with the conditions stated in the hiring agreement or the booking was cancelled at less than 7 days notice.

Keys:

Keys can be collected from the Booking Secretary up to 24 hours before the start of the hire period and must be returned to the Booking Secretary within 24 hours of the end of the hire period.

Sale of Alcohol:

Where the sale of alcohol is to take place at an event the hirer must be advised of:

- The need to apply for a TENs (Temporary Events Notice) no later than 10 working days before the event is to take place