

## **Booking guidelines for village hall**

### **Updated Jan 2022**

- The hall may be used for charitable and community events, such as one-off or ongoing recreational events. The hall may also be used for occasional private or commercial events on a one-off basis, and these will always incur a hire fee which covers operating costs and raise funds for the hall.
- The hall may be hired between the hours of 0900 hrs and 2100 hrs for regular events, or between 0900 hrs and 2300 hrs for one-off events.
- As a general rule, community or charitable events will take precedence over commercial or private use; however, the Committee will use their discretion to ensure the hall is used to its best advantage as a facility for the wider community.
- To ensure that the hall is available for as many uses as possible, regular bookings from the same operator will be limited to 2 sessions per week and for up to one month in advance. A session would be:-
  - Morning: 0900 – 1300 hrs
  - Afternoon: 1300 – 1700 hrs
  - Evening: 1700 – 2100 hrs
- Where someone wishes to use the hall for a one-off event, which clashes with a regular booking, this will take precedence over a regular booking, provided that 2 weeks' notice can be given to the regular user.
- Use of the hall for Polling will always take precedence over other events.
- All forward bookings are taken on the basis that the use of the hall will remain flexible, allowing for changes to schedules for the benefit of the community.
- For one-off bookings such as celebrations, sales etc, a deposit of half the booking fee will be made to confirm the booking.
- The balance for one-off bookings will be due on the date of hire.
- Hire fees for regular use will be invoiced monthly at the end of the month of hire and will be payable within 7 days.
- Heating costs should be paid by the hirer directly via the electricity meter. The hire charge should take account of this as it is an extra cost to the hirer, particularly in winter.
- Hire charges will be set by the Committee according to the hirer's requirement for use/frequency/community benefit. The key purpose of the hall is to bring the community together whilst covering operational costs, so charges should take this into consideration.
- Hire fees for 2022 (session time includes allowance for hirer to set up and take down/clean):-
  - Up to 2 hours £5
  - 2-3 hours £10
  - Morning, afternoon or evening session £15-£25
  - All day £50

NB: these fees may be varied up or down to take account of type of use, number of people, impact on the hall etc. For example, a small art group holding a workshop may be charged less than a children's party with a lot of children taking part in activities.

- No equipment belonging to the hirer should be left in the hall premises outside of their booked times (without prior agreement) and they are required to leave the hall clean and tidy (cleaning equipment is provided) and all rubbish must be removed or placed in bin bags which should be secured and left in the green bin outside the hall.