



## Hiring Policy

This document sets out the Policy which underwrites the objectives and procedures identified and agreed by the Trustees.

The Hall will be available for hire to local organisations, businesses and individuals in accordance with this Policy.

1. All hiring will be subject to Standard Conditions of Hire which in conjunction with the signed Hiring Agreement will form the basis of a formal contract between the parties.
2. Hirers must clearly state the purpose of the hire on the Agreement and indicate any licensable activities that will take place.
3. Bookings will not be accepted from persons under the age of 18 years or for private parties involving young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present will be at least 1:10.
4. Hirers arranging an event for minors, young children or vulnerable adults will be required to submit details of their safeguarding policy, procedures, and their risk analysis.
5. For one off events, Hirers may be required to pay in full at the time of booking, otherwise payment will be due within 30 days of invoicing.
6. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and fully operational condition following the hire.
7. The hall is available for sessions in multiples of one hour. One hour will be allowed before and after each session for setting up and clearing up, there will be no charge for these two hours.
8. Charges will be set by the Trustees and will be reviewed annually. The new rates being applied from the 1<sup>st</sup> September annually. The charges will be based on a standard hourly rate. Hirers making regular weekly bookings which are pre-booked and pre-paid in quarterly blocks may, at the discretion of the Trustees, receive a discount. The Trustees will also offer a special rate to Hirers holding events which require protracted periods of preparation and clearing up.
9. Trustees will maintain a Premises Licence from RDC and a music licence from PPL PRS Ltd
10. Hirer's will be provided with an information/induction sheet which they will be required to sign to indicate that they have been fully briefed. The information sheet will also be posted on the notice board.
11. The contact details of the Bookings Secretary will be posted on the VH notice board located next to the car park entrance.
12. The Bookings Secretary will maintain a Bookings Calendar and record details of all bookings including contact details of the hirer.
13. At the end of each month, the Bookings Secretary will forward details of hirers and bookings to the Treasurer who will issue invoices.