

## **Jubilee Hall Hiring Policy. Adopted 19<sup>th</sup> June 2007**

### **Overview**

The Committee should constantly attempt to attract bookings, and must seek to avoid a position whereby any one hirer should be responsible for more than 25% of Hire income each year. To this end the Committee should review its promotional strategy every year.

### **The committee to review:**

- the hiring rates annually (*at the second meeting held after the AGM.*)
- the hiring agreement annually.
- the use and available time at the hall, annually and any necessary steps taken to address matters arising from the review e.g. additional publicity
- the hiring policy annually
- any other contractual commitments annually

### **The Booking Secretary**

- All legitimate expenses incurred by Officers, and where agreed by the Committee, other members of the Management Committee will be met. Claims, where possible, to be accompanied by receipts and passed to the Treasurer.
- The Booking Secretary to provide a report on hall usage to the committee at every meeting, and assist in preparing statistics each year for inclusion in the Annual Report
- Other equipment to assist the booking clerk in the role will be considered by the committee and provided if funds permit.
- The Booking Secretary shall pass all hiring details to the treasurer for invoicing.

It has been agreed:

That **all hirers of the hall MUST** be issued with and sign a hiring agreement and return it to the booking clerk before the commencement of their hire period.

### **Booked time.**

- All hirers must book the full time required including setting up. A minimum of 15 minutes will be allowed between bookings to allow for the change between outgoing and ingoing bookings, to be shared between both parties.
- Late night Saturday evening bookings may have until (10am) the following day (Sunday) to clean and tidy the hall at no additional charge.

**Regular Bookings** - those that use the hall on a regular basis either weekly (or more often) and monthly.

- All regular hires are to sign a hiring agreement annually
- Invoices issued are for immediate payment. Regular hirers to be invoiced at monthly intervals.
- Cancellation of any pre booked dates to be notified a minimum of 7 days in advance. Failure to do so could result in the time being charged.

**Keys.**

- Keys will not be issued to hirers on any other basis than 'need to use' and will be issued only on the basis detailed in the 'Terms and Conditions of Hire.'

**Occasional Bookings** those booked on an ad hoc basis subject to halls availability.

- Invoices for hire period will be issued at the end of each month for immediate payment.
- A booking deposit to be paid to secure a booking at the rate agreed by the committee at the discretion of the Booking Secretary.
- A damage deposit to be taken for all party/dance/disco type events and commercial events the rate to be set by the committee. All or part of the deposit to be returned within 28 days of hire date, unless a report by the cleaner and/or committee member indicates that the hall was not left in accordance with the conditions stated in the hiring agreement
- Keys. To be collected and returned to the Booking Secretary or as per other arrangements agreed with the booking clerk.

**Under 18s.** NO booking is to be accepted from a person under 18 years of age.

All bookings where there could be a predominance of under 18s present:

It MUST be brought to the attention of the signatory to the hiring agreement that they MUST be over 18 and present throughout the period of hire and have additional supervision to relate to expected numbers.

- Bookings for events/activities predominantly for 18 year olds or under to be issued with guidance in managing teenage events.

**Cleaning** - to allow time for cleaning.

No bookings are to be taken for Sunday am unless arrangements have been agreed as required with the cleaner.

**Events booked that are subject to Public Entertainment Conditions.**

At the time a request for the hall availability is made the Booking Secretary must ask if the event is a Public Entertainment (dance, music, theatre) open to the general public. Should this be confirmed then Special conditions of hire MUST be used for all events that come under the PEL regulations.

The person signing the hiring agreement for a PEL event must be over 21 years of age.

### **Hire rates**

#### Discounts.

No discounts will be given except at the discretion of the committee acting, through the Booking Secretary.

### **New groups/organisations starting up.**

- An inaugural meeting may be held free of charge where it is a local community group.
- A reduce hiring fee may be offered for the first three months, to be reviewed at the end of that period by the committee.
- No reduced fee to continue for more than one year at the discretion of the hall committee.

**Consultation/Public meetings** held for the general benefit/interest of the community can be at no charge.

**Commercial bookings** - sales, businesses etc.

The special conditions of hire for commercial bookings **MUST** be used. **Payment MUST be taken in advance, at the agreed commercial rates.**

### **Use by local authorities/ educational classes.**

The Parish Council to be charged at the negotiated annual rate, which includes the use of the New Meeting Room as a Parish Office and storage. All other organisations charged at outside rates.