

Quenington Village Hall Hiring Policy

Introduction

The purpose of this document is to set out the Trustees' policy for hiring out the hall accommodation and equipment, in accordance with our charity scheme and in order that the assets are used in the best interests of the charity.

Committee's role

- It is the role of the Management Committee to set the terms and conditions for the use of the hall, to ensure the health and safety of users; the good repair and cleanliness of the hall rooms and facilities and in consideration of residents living nearby.
- It is also the role of the Management Committee to set the hire charges in line with the income required to keep the hall financially sound and in good repair.
- The hire charges are reviewed and agreed annually, prior to the Annual General Meeting.
- The charges will apply for the twelve months following the AGM.
- Once agreed, they should be adhered to until the next review.
- This applies to hire of equipment outside the hall, as well as the rooms themselves.

Bookings clerk's role and responsibilities

The booking clerk is responsible for:

- Responding to enquiries and taking bookings;
- Explaining the charges to hirers and ensuring they understand them;
- Collecting deposits and payments;
- Showing the hirers the hall and ensuring they are familiar with health, safety and fire procedures;
- Informing users if other rooms are in use at the same time;
- Signing keys in and out to key-holders.

Hire charges

The table below sets out the rates for hiring the hall rooms.

Definitions and discounts:

Parish /charity rate:

Hirer is resident of the Parish of Quenington, Coln St Aldwyns or Hatherop, and the usage is non-commercial. The Hirer must be in attendance for the period of the hire.

OR

Hirer is a not-for-profit organisation (e.g. Charity, Brownies etc)

Commercial and private rate:

Hirer is a commercial user, business enterprise, or public sector organisation

OR

Hirer is a private individual from outside the parishes of Quenington, Coln or Hatherop.

A 50% discount applies to the commercial rate for Parishioners

OR

Commercial hire of 6 or more consecutive sessions, if booked and paid for in advance.

Rates per hour:

Accommodation	Commercial / Private rate <i>(discounted rate- described above)</i>	Parish /charity rate
Main hall	£16.00 (£8.00)	£6.00
Small meeting room	£8.00 (£4.00)	£3.00
Whole hall	£20.00 (£10.00)	£7.50
Whole hall session rate for events, weddings, large parties. (am, pm, evening*)	£50 (£25) per session <i>(£150 / £75 per day)</i>	

*Sessions: am 8-1; pm 1-6; evening 6-11

Payment in full is required on booking. A full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given.

Notes

1. The booking period includes the time required to set up and clear away the hall after use.
2. Use of the kitchen, equipment and other facilities are included in the costs of room hire.
3. Hirers should be aware that the other meeting room may be in use by other parties and take the necessary precautions. If they wish to secure the room for their own use, they must pay the additional rate.
4. If bookings are made by organizations involving children, other parts of the hall will not be let for the duration of the hire period.
5. The Hirer is responsible for setting out tables, chairs and equipment etc. and for repacking them tidily away, and for cleaning the Hall prior to the end of the Hire, unless other arrangements have been agreed.
6. Hirers must agree to, sign and abide by the booking terms and conditions which are available on the web site (<http://www.queningtonvillagehall.org.uk/page6.htm>) and which will be explained to them by the booking clerk.
7. The Management Committee reserves the right to charge a discretionary rate in certain circumstances, subject to agreement of at least 4 members.

Equipment hire offsite

Equipment hire off site	Commercial /private rate	Parish/charity rate
Tables	£2.00	£1.00
Plastic Chairs, per chair	£0.20	£0.10
Formal dinner service, per setting, including cutlery	£1.00 per setting	£0.50 per setting
Tea Urn	£10.00	£5.00
A collection of cups, saucers, teaspoons and side plates	£5.00	FREE FOR LOCAL EVENTS held in Quenington, Coln or Hatherop

A refundable deposit of £50 will be charged for the hire of equipment for offsite use.

Damage and breakages must be paid for and will be deducted from the deposit.