



Claygate Village Hall Association

Registered Charity No:
305007

Hiring Policy

1. Purpose

The purpose of this document is to set out the Trustees' policy for hiring out Claygate Village Hall in accordance with our charity Scheme and in order that the assets are used in the best interests of the charity.

2. Background

Claygate Village Hall Association is a registered charity with the following objectives:

"For the use of the inhabitants of the Parish of Claygate and the neighbouring area without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

3. Responsibilities

The responsibilities of the Management Committee and the Lettings Officer in this regard are laid out in the Hall Operations Manual on the Claygate Village Hall website.

4. Policy principles

Claygate Village Hall Association welcomes bookings from any group or individuals who wish to use the Hall in line with the above charitable objectives, however, we will not hire the Hall to persons under the age of 18 and the Trustees via the Management Committee and the Lettings Manager have the discretion to refuse bookings that are deemed inappropriate.

The trustees do not offer bookings for teenage, 18th and 21st Birthday parties. We are not licensed via our Premises Licence to host Boxing, Mixed Martial Arts or similar activities.

5. Pricing

Claygate Village Hall is an independent registered charity, with running costs and capital investment covered by lettings income and grants, if available. Any surplus of income over expenditure is retained and re-invested.

The Management Committee following recommendation by the Lettings Manager reviews pricing annually in January or February each year with the expectation that pricing will increase by CPI for the year and it then recommends price changes. The Management Committee submits the proposed price changes to the Trustees at the Trustees' meeting in March for approval. The price changes are then advised to hirers in April and implemented for all bookings from the 1st September. This is to allow regular hirers to set their class fees in advance of the implementation of the September increase.

Bookings made prior to 1st September of any year, for after 1st September are made subject to the price change being applied to the booking.

The Management Committee takes into account prevailing financial conditions, the cost increases experienced by the Association and the hire rates of other local venues when making a recommendation to a Trustees' meeting for approval.

The Management Committee may review and change prices at any time if economic circumstances change.

Affiliated Organisations (see paragraph 7 below) are offered reduced pricing providing they have paid the affiliation fee due for the year. Affiliation fees are invoiced at the end of January and are due for payment by the end of February and apply for the calendar year. The affiliation fee may be applied pro-rata for new affiliated organisations.

Storage on the premises, where available, is charged as agreed between the hirer and the Association.

6. Payment

Single bookings must be paid for in their entirety prior to the booking taking place in line with the Association's terms and conditions.

Long term regular hirers and local organisations will be invoiced at the end of the month in which the hire has taken place, providing they adhere to the Association's payment terms.

Late settlement of invoices attracts a charge of 5% per month.

7. Affiliated Organisations

A non-profit making Club or Organisation based in Claygate hiring the Village Hall for some or all of their activities may apply to the Secretary to be admitted as an affiliated organisation. The proposal will be considered by the Management Committee and passed to the next Trustees' meeting with an evaluation for approval via vote.

8. Bookings Diary

The Bookings diary is currently run using the Hallmaster IT package and is published on the Association's website. The diary has a time horizon of between 1 and 3 years, depending on the time of year.

The diary for a calendar year is started in the spring of the year two calendar years prior to the calendar year in question. (e.g. the diary for 2027 would be started in the spring of 2025.) The Lettings Manager makes provision in the diary for affiliated organisations based on their regular usage pattern where this is predictable and affiliated organisations should confirm their usage as soon as is practicable.

Affiliated organisations are given priority access to the Diary to book their usage between the Spring two years prior and the Spring of the year prior to the calendar year in question and must confirm their requirements with the Lettings Manager who will seek to resolve any clashes and will take into account election dates and school holiday dates in so far as they are known or anticipated.

Regular hirers are automatically entered into the diary according to their current usage in anticipation of their hire continuing. Changes to hours of usage are not automatically guaranteed and requests for changes will be accommodated at the Lettings Manager's discretion.

Where a regular hire is defined as a term time hire, the hirer will not be charged for holiday periods at the Lettings Manager's discretion, where these are advised in advance as requested by the Lettings Manager. If a hirer with a term time hire wishes to continue during school holiday periods (including half terms) the usage during school holiday periods must be booked separately in advance. Where a regular term-time hire would compromise the Association's ability to offer a full week during the school holidays for a summer school or similar the Lettings Manager has discretion to prioritise the longer hire in the financial interests of the Association.

Regular and Affiliated Hirers may have their bookings cancelled by the Association to accommodate the use of the Hall as a Polling Station or for Drama Society shows. The Association will give as much notice as is reasonable of such cancellations. It is not the Association's policy to cancel hirer's

bookings at short notice to accommodate the use of the Hall as a filming location by TV and Film production companies.

Payment for sessions cancelled by a hirer is required in line with the Association's conditions of hire. The Lettings Manager has discretion to waive payment for occasional short notice cancellations by regular long-term hirers but will report this to the Management Committee and may consult the Management Committee in advance.

The Association may terminate regular hiring agreements upon reasonable notice to the hirer in accordance with the conditions of hire.

The Lettings Manager has discretion over how far in advance to accept one-off bookings and whether to accept a booking on a provisional basis.

Once affiliated organisations and regular hirers have been included in the diary the Lettings Manager will accept bookings on a first come, first served basis. The Lettings Manager may cancel bookings in line with the Association's conditions of hire.

9. Bookings

The venue is licensed from 8am to 12 midnight.

The minimum period for a booking is one hour.

The day is divided into 3 sessions:

Morning 8am – 1pm

Afternoon 1pm – 6pm

Evening 6pm – midnight.

Pricing is per hour. Where a sessional rate is indicated on the price list the hourly price is charged until the sessional rate is reached for the session booked, thereafter the sessional rate is charged.

A hire may be extended to include more than one session according to the pricing schedule.

Weekdays term-time 4pm – 7pm is considered a session.

Saturdays term-time 2pm – 6pm is considered a session.

Sundays 10 am – 2pm and 2pm – 6pm are each considered a session.

The Association will use best endeavours to allow 15 minutes between bookings for hirers to arrive and leave, although where demand for the Hall is high this may not be possible. Other than this the set up and clear away time should be included in the time booked.

All the time a hirer requires usage for the Hall must be booked and paid for.

The following areas of the hall maybe hired – main hall, small hall, committee room / dressing room and additional dressing room.

The car park is not available to be hired separately and the Association will not give permission for businesses to trade from the car park.

Hire of the Main Hall includes use of the car park, stage, AV system, and kitchen, including cutlery, crockery and glassware. The rear patio maybe used when not in use by the pre-school.

Hirers of the Main Hall, Small Hall and Committee room may use the car park during their hire period.

Limited numbers of chairs and tables are provided in the small hall and committee room, along with tea and coffee making facilities. If additional chairs, tables, cutlery and crockery are required these may be sourced from those provided for the Main Hall as long as they are not required by the user of the main hall.

For parties in the main hall the kitchen may be accessed in advance by arrangement. A small fee may be charged.

Electricity, heating, tables and chairs are included in the hire fee.

The Hall has a "Music Licence" (formerly PRS/PPL) and TV Licence included in the Hire Fee.

Hirers requiring a TEN, (temporary event notice,) for the sale of alcohol or for any other reason must advise the Lettings Manager and apply and pay for the licence on their own account.

Use of stage lighting and sound is charged additionally.

An additional cleaning charge may be applied if in the opinion of the Lettings Manager or Management Committee, the hall and other areas used, has not been left clean and tidy in accordance with the conditions of hire.

For parties and large events, a refundable deposit against damage and/or failure to clean up at the end of the booking is charged. This must be paid along with the hire fee in advance. Post-dated cheques are not accepted.

There are special rates for parties and weddings.

New Year's Eve is charged at the Saturday rate.

Other than the discount for affiliated organisations, not-for-profit clubs and charities shown on the price list, no further discounts are available.

10. Complaints

Claygate Village Hall Association's Complaints Policy is available on our website. A paper copy may be found in the file on the Foyer desk.

11. Policy Review

This policy will be reviewed by the Trustees every 5 years.