

# BRUSHFORD PARISH HALL

REGISTERED CHARITY NO: 1176214

## Hiring Policy

We welcome bookings from individuals or groups from the local community, from hirers outside of the parish and from the public sector, charities and businesses. Notwithstanding the Hall's commitment to equal opportunities the Trustees reserve the right to refuse requests to hire the Hall where they consider the purpose would not be in the public interest.

Hall users must comply with the terms of the hire agreement and all relevant Hall Policies such as (but not limited to) Health and Safety, Vulnerable Persons, Internet Use. Oversight of the bookings process lies with the Trustees who appoint one of their number or another volunteer to administer the bookings procedures.

The levels of charges are set by the Trustees.

They are set with the intention of meeting the day to day running costs of the Hall.

Concessionary charges are available to regular user groups.

Full price charges are levied on commercial hires, one off entertainment or educational hires.

The Trustees reserve the discretion to charge concessionary rates where the activity is in the public interest (promoting the interests of social welfare and with the object of improving the conditions of life of the said inhabitants) and there is clear evidence that people are less able to afford the fees.

A non refundable deposit of 30% is charged on booking to secure a one-off future booking.

The balance of the hire fee including any contingency deposit for cleaning and/or damages is payable at least two weeks before the hire date. The contingency deposit will be refunded once the Hall has been checked.

The **Trustees** shall review:

- all new bookings submitted to the bookings manager
- the hiring rates annually (November at the latest for implementation the following January.)
- the hire agreement annually.
- the hiring policy annually

The **Bookings Officer** will:

- publish current hire charges on the Hall website
- ensure that all hirers have completed and signed a booking form before the booking commences
- retain a completed and signed booking form for each occasional booking as well as for regular hirers
- keep the Hall calendar up to date so that the treasurer can appropriately invoice users

The **Bookings Officer** will also ensure that:

- contact details for booking and emergencies are displayed on the external notice board
- new hirers are shown around the Hall and explained the facilities available
- regular hirers are issued with a keycode to gain access to the Hall subject to training in the entrance and exit procedures

Approved by the Management Committee and Trustees 26<sup>th</sup> January 2017

Reviewed and approved 17<sup>th</sup> February 2022

Date for next review: 16<sup>th</sup> February 2023