QUENINGTON VILLAGE HALL - HIRING POLICY

Introduction

The purpose of this document is to set out the Trustees' policy for hiring out the village hall accommodation and equipment. This is to be done in accordance with the charity 'scheme' (rules of governance), 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 (Trustees) 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
- 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 should be reviewed and agreed annually. 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 are made through the Hallmaster website, which is accessed via the QVH part of the Quenington Village website (https://queningtonvillagehall.org.uk/) on the Online Booking page (https://queningtonvillagehall.org.uk/booking/)

Booking Clerk's Role and Responsibilities

The booking clerk is responsible for:

- Responding to enquiries, and helping hirers with the booking procedure if necessary
- Checking & confirming bookings via the Hallmaster website
- Raising Hallmaster invoices for one-off bookings (the treasurer invoices regular users)
- Showing hirers the hall, when necessary, and ensuring they are aware of the Terms & Conditions of Hire
- Informing users if the Parish Council may be using their office at the same time
- Arranging for keys to be provided for regular users, and ensuring that one-off hirers know the key safe code

Hire Charges, definitions and discounts

Use of the kitchen, equipment and other facilities are included in the costs of room hire.

- Booking period: This includes the time required to set up and clear away the hall after use.
- CHQ Parishes or Charity: hirer is resident of the parishes 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)

QUENINGTON VILLAGE HALL - HIRING POLICY

- Non-Parish or Commercial: hirer is a private individual from outside the parishes of Quenington, Coln or Hatherop **OR** hirer is a commercial user, business enterprise, or public sector organisation.

Following a review of hire charges in December 2023, the Management Committee agreed that users will only be able to hire the whole hall only.
The Small Meeting room may be hired separately at the discretion of the Trustees.

Refunds/Cancellations
A full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given.

Other
Hirers should be aware that the Parish Council may need access to their office during the hire period

Unless other arrangements have been agreed, the hirer is responsible for:

- setting out tables, chairs equipment etc.
- putting everything away tidily after use
- cleaning the hall at the end of the hire

Hirers must tick a box on the Hallmaster booking system, to say they have read and agreed to the Terms & Conditions of Hire.

Hourly Hiring Rates
The following rates are based on hourly charges for the whole hall.

- **Non-Parish / Commercial £13/hr**
- **CHQ Parishes / Charity £10/hr**

The Management Committee reserves the right to charge a discretionary rate in certain circumstances, subject to agreement of at least 4 members.

Off-Site Equipment Hire
Certain items of QVH equipment are available for hire off-site. Charge rates, per item per day are detailed below.

Item	Non-Parish / Commercial	CHQ Parishes / Charity
Large folding tables	£2	£1
Small low folding tables (blue top)	£1	50p
Folding chairs (indoor use only)	£1	50p
Small plastic chairs (child size)	50p	25p
Gazebos (NOT pop-up!)	£15	£10