

Weedon Old Schoolroom

29/31 High Street, Weedon, Aylesbury, Bucks. HP22 4NW

Registered Charity No. 1073035

Chair of Trustees and Management Committee: Joanna Rose

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HIRING POLICY

INTRODUCTION

1. The Weedon Old Schoolroom Management Committee is governed by a Lease and Governing Document dated 1 August 1998. The aims and objectives of the said governing document are to provide a village hall for the use of the inhabitants of Weedon, in particular for the use of 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.

2. All hire is subject to the conditions of hire and policies set by the Weedon Old Schoolroom Management Committee.

The Policies and Procedures of the hall are available for inspection in hard copy in the lobby and are published on the Weedon website at [Weedon Old Schoolroom Policies \(weedonbucks.org.uk\)](http://weedonbucks.org.uk). These are reviewed annually by the Management Committee.

A set of standard conditions of hire is available on the website and will be given or emailed to every prospective Hirer along with the Hiring Agreement.

GENERAL

3. The Village Hall is a community facility and as such, the Management Committee is obliged to ensure that users of the hall do not allow anything to take place that might damage the building or facilities, bring the village hall's reputation into disrepute or annoy or offend local people. Therefore, if the Management Committee believes that a booking would not be in the interests of the hall it will decline such a request for a booking.

4. No potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, cultural heritage, disability, marital status, social background, sexual orientation, or geographical location except as guided by the requirements of the Trust Deed and reflected in this Hiring Policy.

5. Hirers must be aged 18 years or over. Where an organisation or group makes a hiring, one person must be named as the responsible hirer and this person must be in attendance throughout the hiring.

6. No request for hire shall displace an existing booking, without the agreement of the party affected, with the exception of requirements in case of an emergency occurrence or as a polling station for use at elections such as those to national or local government or local public bodies (eg. police commissioner).

PREMISES

7. The Village Hall is available for hire for any lawful purpose. However, dogs, other than Assistance Dogs, are not permitted in the hall.
8. The Main Hall and the Upstairs Meeting Room are the two principal letting areas. Users booking the Main Hall may normally use all the building's facilities as part of the hiring. The facilities include the kitchen, toilets, entrance and side lobby and, when not separately and concurrently let to another hirer, the Upstairs Meeting Room.
9. Although the Main Hall and Upstairs Meeting Room may be booked for use concurrently by different hirers, there are some restrictions due to limited access arrangements:
 - a. The Upstairs Meeting Room will not be available for separate booking when the Main Hall is being used by children/young people/vulnerable adults' groups (eg. children's party, school class)
 - b. Similarly, the Upstairs Meeting Room will not be available for booking when the Main Hall is being used for a private party, election purposes or similar.
 - c. In other circumstances, separate and concurrent bookings of the Upstairs Meeting Room will be subject to access approval by the Bookings Secretary.
10. All portable equipment at the hall is available for use by Hirers on the premises only. No hall equipment will be hired out for use elsewhere.
11. The Old Schoolroom does not allow hirers' own equipment to be stored on the premises between hires, except with the Management Committee's express permission.

HIRING CHARGES see Annex A

12. The following hiring structure will apply.
 - a. **Occasional hourly rate** for individuals or groups for educational, exercise, activity or similar
 - b. **Regular-booking hourly rate** (5 or more bookings) for educational, exercise, activity or similar
 - c. **Adult Function/Party rates** (vary depending on the duration) for private individuals or groups for functions eg. parties, receptions

Any hiring which falls into any of the following categories will be considered and charged as a function:

- An evening hiring of over 2½ hours
 - An evening hiring continuing after 10pm
 - Any hiring where food is served hot or cold beyond the customary "tea and biscuits"
- d. **Children's party rate**
 - e. **Local Authority rate.** This group will attract special rates as negotiated on each occasion.
 - f. **Commercial fair rate.** To be negotiated on each occasion.
13. The Bookings Secretary and Treasurer may also and exceptionally determine rates for use not specified above. But these must be consistent with the principles established in this policy.
 14. Every hiring will be entitled to a 30-minute setup and 30-minute clear-up period free of charge.
 15. Hire charges will be reviewed and set annually by the Weedon Old Schoolroom Committee as part of the normal budget setting process.

BOOKING AND INVOICING

- 16.** All occasional hirers who live outside Weedon will be required to secure their booking with payment in advance of the total hire charge.
- 17.** A returnable deposit is payable in advance for party/function hirings by any hirer, and for all non-party hirings by any hirer not living in Weedon. We will refund the deposit within 10 days of the end of the hire, provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring or as a result of the hiring.
- 18.** Bookings for all parties/functions, and any booking for a non-Weedon resident, must be paid for in advance at least 7 days before the event. Other hirings will be invoiced at the end of each month.

CANCELLATION

- 19.** The Village Hall reserves the right to cancel any hiring by written notice to the hirer in the event of:
- a.** The premises being required for use as a Polling Station for a Parliamentary or local Government election or by-election, or election to a public body such as Police Commissioner.
 - b.** The Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
 - c.** The premises becoming unfit for the use intended by the Hirer.
 - d.** An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case (a to d above), the Hirer shall be entitled to a refund of any deposit and/or hiring charge already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

- 20.** If a Hirer wishes to cancel a booking less than 24 hours before the date of the hiring, the decision on requiring payment or refunding advance fees and deposits will be at the Management Committee's discretion, after consideration of the individual circumstances.
- 21.** Hirers will be liable for the full charge for any bookings cancelled retrospectively.

To be reviewed not less than every 2 years.

Date adopted by the Management Committee: 5th December 2023

Annexes

A – Current Hiring Charges

B – Hiring Procedures

Date Approved: 5 December 2023

ANNEX A TO HIRING POLICY

HIRING CHARGES

Main Hall or All Premises		Parties and Functions		Upstairs Meeting Room	
Single booking	£10 / hour	Children's party	£35 (up to 3 hrs)	All bookings	£5 / hour
Multi-booking	£8 / hour	Other party or function	£50 (3 hrs) £85 (6 hrs) £125 (all day)		

Deposits

A returnable deposit is payable in advance for party/function hirings by any hirer, and for all non-party hirings by any hirer not living in Weedon.

- Adult party/function deposit £100 • Children's party deposit £50 • Non-resident non-party deposit £50

ANNEX B TO HIRING POLICY

HIRING PROCEDURES

1. All booking enquiries will be made to the Bookings Secretary in the first instance. In the event that the booking request does not meet standard hiring criteria, the request may be referred to the Management Committee.
2. The Bookings Secretary will normally respond to booking enquiries within 24 hours by phone or email.
3. The Bookings Secretary will maintain the bookings record.
4. The Bookings Secretary will book periods of hire provisionally until a copy of the hiring agreement signed by the Hirer, and any required advance payment and security deposit, have been received.
5. The Hirer will complete and sign the Hiring Agreement and pass to the Bookings Secretary in hard copy, or digitally as a scan of the signed document. The Bookings Secretary will retain the original for the records. The Bookings Secretary, where necessary, will draw the attention of the Hirer to the standard (and any special) terms and conditions and other hiring guidance.

The Hirer will be notified of the entry key box code, which must be kept confidential.
6. Where appropriate, the Bookings Secretary will check that the relevant music licence (PPL) for commercial hirers are held by individuals or groups where the playing of music will be involved.
7. Where children or vulnerable adults will be involved in a non-private event, the Bookings Secretary will refer the booking to the hall's Safeguarding Officer to check whether DBS certificate(s) are held by the required individuals.
8. Where appropriate, the Bookings Secretary will advise hirers of the requirement to give a Temporary Event Notice (TEN) to the Local Licensing Authority and the process for doing so. The Bookings Secretary will retain a copy of the endorsed TEN obtained by the hirer and maintain a record of the numbers obtained each year. TENs are applicable for any regulated activity not covered by the hall's Premises Licence. For instance, the hall does not hold any licence for the sale of alcohol on the premises, so in this case, a TEN would be required.
9. The Bookings Secretary will notify the Treasurer of the need to issue an invoice for the period of booking.
10. Regular/block bookings will only require one hire agreement but the Bookings Secretary will invite organisational representatives to confirm acceptance of new hiring terms and patterns in the event of a material change initiated by the Management Committee or the Hirer. The Bookings Secretary will raise a new hiring agreement when organisational representatives change or organisations seek new patterns of hiring. New agreements will not be required simply when rate changes are agreed by the Management Committee.
11. Cheques and monies received by the Bookings Secretary, including security and other deposits, will be passed to the Treasurer for banking. Online payments are encouraged. All cheques for required advance payments must clear with the bank before the hiring takes place.
12. Where necessary, an appropriate member of the Management Committee (normally the Bookings Secretary) will meet and greet new users at the hall, drawing the Hirer's attention to health and safety requirements, controls for lighting and heating, disposal of waste and any other items as the Management Committee sees fit
13. The Bookings Secretary will recommend to the Treasurer that a refund is initiated to return the security deposit or part thereof after he/she is satisfied that all conditions of hire have been adhered to. If there is any doubt, then the matter will be referred to the Management Committee.