

Worminghall Village Hall

Hiring Policy

Introduction

Worminghall Village Hall (“WVH”) is a community organisation with charitable status. It is managed by a Board of Trustees and run by a voluntary management committee, with the aid of additional volunteers.

Purpose

To provide for a record to be kept of decisions made relating to hiring.

To help our Booking Secretary to operate a consistent and transparent practice.

To ensure that all the Management Committee (Committee) Trustees, whether long standing or new members, will be aware of what has been agreed.

To capture the results of earlier Committee decisions as some hiring matters previously agreed will not need to be re-debated.

To be used in the event of an insurance claim as evidence that the Committee have a policy and procedure in place for hiring matters.

Responsibilities

1. Any changes should be agreed by the Committee
2. The Booking Secretary should manage bookings in accordance with the Hiring Policy and as provided by the system defined on the Village Hall web site www.worminghallvillage.co.uk
3. Principles to be adopted in establishing Hire Rates:
 - i) Hire charges, taken overall, should reflect the cost of running the Hall.
 - ii) The Hall should only rely on fundraising events and recourse to the Parish Council for building up funds for large maintenance and repair items, equipment and capital projects.
 - iii) To calculate the running costs, the Committee needs to look at the annual expenditure of the Hall,
4. The Hall will maintain the following licenses available for all Hirers:
 - i) Operating license
5. The Hire Charge section of the website will show (subject to prior agreement of the Committee) how many sessions (mornings, afternoons, and evenings) or hours the Hall will be used.
6. The initial judgment on the appropriate hire rate to be used shall be the Booking Secretary taking note of this Policy. The Booking Secretary can only use discretion in relation to which of the published charge rates is appropriate and to resolve any ambiguities (if they exist).
7. For the special situation of start-up support to new groups considered of benefit to the Village the matter should be brought before the Management Committee.
8. We should aim for an inclusive charge for all facilities to cover accommodation, heating, lighting, kitchen equipment, crockery, and general periodic cleaning.

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However, any heavy-duty cleaning associated with specific events shall be arranged and paid for by the Hirer but using our cleaner.

9. Caution should be exercised by the Booking Secretary in agreeing evening bookings where there is a reasonable expectation that the attendees will be largely young people under the age of 18 where the risk to the attendees and to near neighbours may be considered unacceptable. Where in doubt it is safer to be prudent. If he/she considers it appropriate, the Booking Secretary can refer the matter to the Committee who may require special commercial arrangements.

Policy adopted: January 2023