



# **WOOLAVINGTON VILLAGE HALL POLICIES AND PROCEDURES**

## **HIRING POLICY & PROCEDURE INCLUDING TERMS AND CONDITIONS OF HIRE**

# **WOOLAVINGTON VILLAGE HALL**

## **HIRING POLICY**

### **Introduction**

1. Woolavington Village Hall Management Committee manages the use of the hall through its Hirings Policy and Procedures.
2. All hire is subject to the Standard Conditions of Hire as set by the Management Committee which is made available to all hirers through the Village Hall Website and which hirers are required to declare they have read and agreed as part of the online booking process. Where hirers do not have access to the online booking system, the Bookings Secretary will provide them as a separate document.

### **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 considers 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, racial or national origins, 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. **In this regard local inhabitants wishing to use the hall for non- commercial purposes will have precedence over outside groups or commercial hirers.**
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.
6. No request for hire shall displace an existing booking, without the agreement of the party affected, except for requirements in case of an emergency occurrence or as a polling station for use at local government or national elections.

### **Premises**

7. The Village Hall is available for hire for any lawful purpose. The premises are not offered as being suitable for any specific purpose. However, dogs, other than Assistance Dogs, are not permitted in the hall except in the case of an event involving dogs. Firework displays are not permitted on the premises or in the car park or adjacent playing fields.
8. The Main Hall, Lounge and Harold Belcher Room are the principal three letting areas and hirers may book rooms in any combination. The kitchen and bar area are shared areas and may be used by one or more hirers at the same time.

## Hiring and Charges

9. The following charging structure will apply:

There are three groups of hire charges depending on the purpose of hire:

### Group 1

- Registered Charities or recognized 'not for profit' organisations based in Woolavington providing a self-funding service or activity primarily for the residents of Woolavington.

### Group 2

- Profit making organizations, businesses and individuals, irrespective of location, hiring the premises and benefitting financially from its use.
- Individuals not resident in Woolavington hiring the premises for a private function.

### Group 3

- Registered Charities or recognized 'not for profit' organisations not based in Woolavington, hiring the premises to provide a self-funding service or activity.
- Individual resident of Woolavington hiring the premises and not benefiting or enabling others to benefit financially from its use.

## Concessionary Hire Charges

- There is a concessionary hire charge for all groups when the whole hall is booked.

Current Charges are shown in the Village Hall website

The Chairman, Booking Secretary and Treasurer may also and exceptionally, determine rates for use not specified above, however, these must be consistent with the principles established in this policy.

10. Local and regular groups will be entitled to reasonable set-up time prior to the hire period and for events/shows (if necessary, by negotiation with other group users) without additional charge.

11. Hire charges will be reviewed and set annually by the Management Committee as part of the normal budget setting process.

## Booking and Invoicing

12. Booking and invoicing are managed using 'HallWizard' an electronic hall management program. The system automatically generates bookings into the calendar following completion of a bookings request by the hirer. Once the booking is confirmed, it will generate an invoice for that booking. The treasurer electronically issues the invoice at the end of the month in which the booking takes place. There are 14 days terms for payment. Where the management committee considers there to be a risk of the booking not being taken up, it may ask for payment before the booking is accepted. The procedure for making a booking is contained in Annex A – Hiring Procedure

13. Block bookings from regular user groups and regular private/commercial hirers will be invoiced calendar monthly. Should a regular user fall substantially in arrear with payments, the Hall Management Committee reserves the right to stop all further bookings until a repayment plan has been agreed.

### **Cancellations**

14. 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

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, or those at risk because of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

e. Where a hirer cancels booking at a reasonable time before the date of the event, they will not be invoiced for the booking. If they have paid in advance, they will be reimbursed the full booking fee.

If a hirer does not notify us before the event that they are not taking up their booking or simply fails to turn up, they will be invoiced for any unavoidable costs incurred by us (for example heating and lighting). If they fail to pay the invoice, we will not accept further bookings from them. If they have paid in advance, we will reimburse them the booking fee less our unavoidable costs.

15. This policy will be reviewed bi-annually.

## **Annex A to**

# **WOOLAVINGTON VILLAGE HALL HIRING POLICY**

## **HIRING PROCEDURE**

### **Introduction**

1. This procedure is intended to act as guidance to the processes and responsibilities of individuals with respect to hiring rooms in the village hall.

### **Responsibilities for Managing Bookings**

2. The Village Hall Management Committee has overall responsible for managing bookings. The management of day-to-day bookings is controlled by the Bookings Secretary supported by the Chairman and Treasurer.

### **Bookings Secretary**

Bookings is a very important part of managing the village hall. The position of Bookings Secretary is sometimes a very busy and often thankless one which requires a constant overview of what is happening in the hall. The Bookings Secretary should feel confident that he/she can rely on the support of the Management Committee when making decision about potential bookings and that they will advise and support him/her in that role.

### **Methods of Booking the Hall**

3. There are two ways to book facilities in the village hall:

- Through the online booking system 'HallWizard' which is accessible through the village hall website [www.woolavingtonvillagehall.co.uk](http://www.woolavingtonvillagehall.co.uk)
- Through completion of a paper 'Hire Agreement' (copy attached at Appendix 1) which can either be downloaded from the website or obtained from the Bookings Secretary.

4. Online Booking is the preferred method of booking the village hall. The website contains detailed information on how to view what facilities the hall has, a calendar to show individual availability on a day-to-day basis and access to the online booking form.

Making an online booking:

- The hirer visits the village hall website and follows the instruction contained in the 'Bookings' section.
- The hirer selects the facilities they want to hire and checks availability on calendar for the dates/times required.
- The hirer completes the online booking form which records details of who is making the hiring including contact information, dates times and venues and any repeat bookings required. This information is retained by HallWizard for the purpose of producing invoices and to make subsequent bookings.

- The hirer is required to check a box stating they have read the Standard Conditions of Hire and the Privacy Statement for the hall – they will not be able to complete the form until this box is checked.
- The form, once complete is submitted and HallWizard informs the Bookings Secretary of a pending booking.
- The Bookings Secretary reviews the request, checks availability of facilities, and applies a charge to the hire. The system then generates one of two emails to the hirer: (a) A provisional booking notification which will ask the hirer to confirm the information regarding the booking or (b) A confirmation email informing the hirer that the bookings has been accepted.
- Where the booking cannot be accepted, the system will also generate an email to the hirer saying so.
- Once confirmed the booking appears in the booking calendar.
- Should a hirer find it necessary to cancel/change a booking they must contact the Bookings Secretary who will make the required changes.

#### Making a booking without internet access:

- The hirer must contact the Bookings Secretary and ascertain availability for the facilities they wish to use.
- If the requested facilities are available, the Bookings Secretary will make a provisional booking in the calendar and send a *Hire Agreement, Standard Conditions of Hire and Additional Information for Hirers Sheet* to the hirer either by email or by post.
- The hirer completes and signs the Hire Agreement and returns it to the Bookings Secretary who will confirm the booking in the diary.
- The hirer may pay in advance or request an invoice for the cost of the booking.
- Should a hirer find it necessary to change/cancel a booking they must contact the Bookings Secretary who will make the required changes.

**Appendix 1 to WVH Hiring Policy****HIRE AGREEMENT TERMS AND CONDITIONS****To be agreed online when booking through HallWizard****NOTICE TO HIRERS**

*Please be aware that on signing this agreement you are entering into a contract that could be used in evidence should legal action become necessary.*

**DATED:**

**PARTIES:**

- (1) The Village Hall named in clause 2.2 acting by its management committee.
- (2) The person or organisation named in clause 2.3.

**AGREED** as follows:**1.** Throughout this Agreement:

- The Village Hall named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents, and invitees
- The person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed; accordingly, "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents, and invitees
- Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.

- 2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below are terms of this Agreement. This Agreement includes our Standard Conditions of Hire and any Special Conditions of Hire which are available on our website or which you may request a copy of from the Bookings Secretary.

**2.1**

- a) **Date/times required- one time hire only:** (please include any time required for setting up as you may not be able to gain access to the hall before your start time, and also the hall may be hired out immediately after your end time)

Date/Day:		Month:		Year:	
Start Time		End Time		Total Hours	

b) **Dates required – recurring hire only**

Day of Week		Frequency e.g., "every week/every third week"		Start Date	
Start Time		End Time		End Date	

**2.2 Village Hall:**

(a) Woolavington Village Hall. Registered Charity No <b>278159</b>
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(b) Village Hall Authorised Representative:	Jean Manning (Bookings Secretary)
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Address:	5 Lynham Close, Woolavington, TA7 8FG
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Telephone Numbers & Email:	07771 971401 bookings@woolavingtonvillagehall.onmicrosoft.com
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**2.3 Hirer:**

(a) Name:	
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(b) Organisation:	
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(c) Name of Organisation's Authorised Representative:	
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Address:	
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Telephone Numbers & Email:	
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**2.4 Premises**

Please indicate which rooms you wish to hire: (please see our website [here](#) for hourly rates)

Whole of hall:	*Yes	*No
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If part of hall, please specify:	*Main Hall	*Lounge	*HBR function room	*Kitchen
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Storage Required?	*Yes	*No	If yes, please specify
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\*Delete, as necessary.

The Main Kitchen is a facility common to the main hall and lounge in the Village Hall and you may be required to share it with other users.

## 2.5 Hire Fee

- a) For a 'one-time- hire' you will be sent an invoice which we expect you to pay before the hiring is confirmed.
- b) One-time hirers may be required to pay a breakages/damages deposit depending on the purpose for which the hall is being hired.

c)

Hire Fee*	£	Special Breakages/damage deposit*	£
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\*to be inserted by the Bookings Sec

We will refund the special breakages/damage deposit within 28 days of the termination of the period of hire provided no damage or loss has been caused to the premises and/or contents, or complaints made to us about noise or other disturbance caused during the period of the hiring.

- d) Is this a commercial hire?

* Yes	*No	*Delete as necessary
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- e) Organisations which hire the hall on a repeating basis will be invoiced monthly for the hire fee.

### Additional condition for use with commercial hirers:

Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

## 2.6 Purpose/description of event:

Is food to be provided at the event?	Yes*	No*
Is alcohol to be provided at the event?	Yes*	No*
Will there be exhibition of a film?	Yes*	No*

Will live music be performed or recorded music played?	Yes*	No*	*Delete as necessary
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### 3. Hall Capacity:

You agree not to exceed the maximum permitted number of people per room including the organisers/performers,

Main hall: 140 seated at tables/200 close seated	Lounge: 30	HBR Function room: 30
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4. The hall has a license to play copyright music from Phonographic Performance Licence (PPL).

4.1 The hall has a Premises License for specific activities which are listed on our website [here](#). In signing this agreement, you are confirming you understand the conditions of the Premises License, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

- (i) You agree that if you wish to provide entertainment not covered by the Premises Licences and regulated entertainment outside of the Deregulation Act 2015, you will obtain our consent to give notice of a Temporary Event Notice to the licensing authority by completing Appendix 1 to this agreement.
- (ii) The hall is not licenced to sell or supply alcohol. If you wish to sell or supply alcohol at your event, either through the sale of tickets or through a cash bar, you will need to apply for a TEN through the local authority and complete Appendix 1 to this agreement. If you are providing alcohol and there is no money changing hands you will not need to apply for a TEN.

If you fail to comply with (i) or (ii) above, you will have compromised the Premises Licence for the hall, and we will cancel the hiring without compensation. A copy of the TEN should be forwarded to the booking secretary before the event.

- 5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this agreement.
- 6. We and you hereby agree that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises License or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- 7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
- 8. **In signing this agreement you are confirming you have read, understand, and will comply with the Standard Conditions of Hire contained on our website and the Information Sheet for Hirers of Woolavington Village Hall attached to this form. You must seek clarification of anything you are unsure of prior to commencement of your hire. We will not accept liability for anything that happens because of your failure to comply with these conditions.**

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall:

Signature:	
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Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable:

Signature:	
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Appendix 1  
To Woolavington Village Hall  
Hire Agreement

**Application for consent for a Temporary Event Notice (TEN) to be given for an event at Woolavington Village Hall.**

Woolavington Village Hall is licensed for the sale of alcohol.

I hereby apply to Woolavington Village Hall Management Committee for consent to submit to the Licensing Authority a TEN to hold the following licensable activity at the hall on the following date(s), during the following hours and in the following room(s):

<b>Dates:</b>				
<b>Times:</b>				
<b>Licensable Activities</b>				

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to the Premises User holding a TEN and to indemnify the management committee for any obligations thereunder. I undertake to notify the Police Authority within the required time and not to allow the sale of alcohol to those below 18 years of age or to those who are drunk or disorderly.

Signed by the person named at 2.3(a) or 2.3(c) of the Hiring Agreement (duly authorised on behalf of organisation named at 2.3(b) of the Hiring Agreement, where applicable):

<b>Name</b>	
<b>Signature</b>	

I hereby authorise the person named above to give a TEN to the Licensing Authority for the area for the event described above on the dates(s), at the times(s) and in the location(s) specified above.

Signed by the person named at 2.2(b) of the Hiring Agreement, duly authorised, on behalf of the Village Hall Management Committee:

<b>Name</b>	
<b>Signature</b>	

Appendix 2  
 To Woolavington Village Hall  
 Hire Agreement

### **Additional Information for Hirers of Woolavington Village Hall**

**It is important that you read and understand this information before your booking commences so that you know what to do in the event of an emergency and what to do at the end of your function.**

#### **Opening closing the Village Hall**

1. Hirers with regular bookings for the village hall will be given their own set of access keys.
2. Hirers booking the hall for a 'one off' event will be given the code to the security key safe at the main entrance by the booking's secretary prior to the event.
3. Hirers are responsible for ensuring the village hall is completely secure when they leave and that keys are returned to the key safe.
4. Where outside caterers, other contractors or bar staff is employed they are to be made aware of the time they can gain access and the time, by which, they must vacate the building.

#### **General Safety**

1. The Village Hall has a No Smoking Policy.
2. In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate emergency exits and the Fire and Rescue Service called by telephoning 999 or in the event of no mobile signal, 112. There is no public telephone in the hall. (See additional notes in the Fire Safety paragraph below).
3. Please use the trolleys provided for moving and storing tables and chairs to avoid injury. Please stack tables and chairs in the manner shown in the storage area.
4. The Village Hall Health and Safety File is kept in the Management Committee office.
5. There is a first aid kit and accident book situated in the kitchen.

#### **Fire Safety**

1. The hirer is responsible for familiarising themselves with the Fire Risk Assessment for the hall (see the village hall website) and for fire safety for the duration of any hire.

Before admission of the public hirers must:

- a) Familiarise themselves with the Fire Notice (what to do in case of a fire) in each room/area.
- b) Familiarise themselves with the location of the fire panel and the instructions and diagrams adjacent to it.

- c) Ensure all exit doors are unlocked and the push-bar mechanism on fire doors is tested and working
- d) Ensure all escape routes are free from obstruction and are accessible.
- e) Firefighting equipment is in its correct place, unobstructed and ready for use.
- f) There is nothing combustible stored in areas that are open to the public
- g) Exit signs are illuminated.
- h) There is no obvious fire hazard in or near the building.
- i) Whenever possible, give a fire safety briefing to those using the hall before any activity begins.

### **Fire Alarm Panel**

1. The panel is situated at the main entrance door to the hall. It will be activated either by:
  - a) The operation of an emergency call point
  - b) The activation of a smoke detector
  - c) The activation of a heat detector
  
2. The fire alarm is not connected to the Fire and Rescue Service. In the event of a real fire being discovered:
  - a). The fire alarm, if not already sounding should be activated by operating one of the 'break-glass emergency call point' units situated in and around the hall (see diagram at the hall entrance), or by shouting '**FIRE FIRE**'
  - b). A quick attempt may be made to put out the fire using one of the fire extinguishers situated around the hall. **Do not put yourself at risk by using more than one fire extinguisher.**
  - c). At the same time, the building must be evacuated as quickly and as safely as possible using the fire exits. People should go to the assembly area at the top of the car park, and someone should be nominated to dial 999 (112 if there is no mobile signal) for the Fire and Rescue Service.
  - d). The location of the hall is Higher Road, Woolavington, TA7 8DY. What3words location '**offstage-tapers-duration**'

***No-one should re-enter the building until a Fire Officer has given all clear.***

3. Should the fire alarm be activated accidentally, it can be reset by a responsible person following the procedure below:

**Note:** If a break-glass unit has been activated and the glass has been broken, it must be replaced before the fire panel can be reset. By following the procedure steps 1) - 4) below, a user can silence the alarm, but the panel cannot be reset. This procedure can only be completed

after the glass has been replaced by the Competent Person named below.

Fire Panel Reset when no break-glass unit has been activated:

- 1) If a smoke detector has been activated (for example, by burning something being cooked), the area should be well ventilated to remove any smoke before attempting reset the fire panel
- 2) Go to the slave fire panel in the main foyer break the glass in the red key panel below and left of the panel marked Fire Panel/Fire Documents Box.
- 3) Remove the key marked 'Fire Panel' and insert it in the lock on the right of the panel and turn the key.
- 4) A light appearing next to the words 'activate controls' will indicate the panel controls are now active.
- 5) Press the button marked 'Silence Alarm'
- 6) Once the alarm stops, press the button marked 'Reset Alarm'. This will now return the panel to its working condition. If the system will not reset the competent person should be called.
- 7) Turn the key to lock the panel and return the key to the key box.
- 8) Report the incident to a member of the committee as soon as possible so that the keys can be made secure again. If the alarm will not reset contact the Competent Person listed below.

## **Electricity and Lighting**

1. Should the mains power fail; emergency lighting will automatically cut in. This will illuminate all public areas to allow an orderly evacuation of the building in an emergency. The main electrical control panel is situated in the library behind the bar area. There is an emergency light above the fuse board to enable inspection of the trip switches and re-setting where necessary. There is also a subsidiary control panel in the Belcher Room high on the wall opposite the sink.

**If you are not confident in resetting fuses then please contact one of the emergency numbers below**

2. The main hall lighting control panel (zoned lighting) is situated in the bar area adjacent to the door leading to the kitchen. The panel is illuminated via a PIR light. Once on, the brightness of the main hall lights can be controlled using the dimmer rocker at the bottom right of the panel. Once turned off, the main hall lights will gradually dim over approximately 20 seconds to allow time to leave the building.

## **Heating**

1. The heating in the village hall is remotely controlled by an automatic system which is managed by the committee, and which turns the heating on/off before and after the building is occupied. Hirers cannot change any of the heating settings apart from, in exceptionally cold weather, 'boosting' the heating if required.
2. The control for boosting the heating is in the main kitchen in the cupboard above the hand-wash sink. Instructions for initiating a boost of the system are located inside the door.

### **Car Parking**

1. The village hall car park is divided into parking bays and will accommodate several cars.
2. Car owners should park within the bays and be considerate of pedestrians.
3. Cars may not park on the car park entrance road at the side of the village hall, they may however be parked on the road in front of the village hall but must not create an obstruction.
4. Cars are parked at owner's risk.

### **Wi-Fi**

Wi-Fi is available throughout the building. Logon details are displayed in each room. Please see the Standard Conditions of Hire for more information about the Wi-Fi system.

### **Keys**

Hirers are responsible for the safe custody of any keys they have been given. Lost keys should be reported to the committee. Any replacement keys will be charged for.

### **Cleanliness**

Hirers are expected to leave the hall in a clean and tidy condition. All floors are to be either swept or vacuumed depending on surface. You are not expected to mop floors except when there has been a spillage. There is cleaning equipment available in the cupboard in the kitchen and a mop and bucket in the bar area.

### **Furniture**

Tables should be wiped down and tables and chairs returned to their appropriate storage area and stacked as per the diagrams displayed.

### **Waste Disposal**

The village hall does not have a regular waste collection. A limited number of bins with black sack liners are for use by hirers but it is recommended hirers bring additional supplies. It is the responsibility of the hirer to remove from site, any waste resulting from their hire.



## End of Function Checks

1. Before leaving the building, the hirer is responsible for ensuring that:
  - a) Cooking range and oven are turned off at the isolator switch.
  - b) The dishwasher is drained and turned off at the isolator switch.
  - c) All other electrical appliances are turned off and unplugged apart from fridges and the water boiler in main kitchen.
  - d) There is no sign of a fire or any threat that could cause a fire after your departure.
  - e) All items of furniture are returned to their correct storage area and are safely stacked/stored as per the instructions displayed there.
  - f) All windows are closed and secured.
  - g) All lights are turned off.
  - h) All external doors are secured.
  - i) All waste is removed from site

<b>Emergency Numbers:</b>	<b>Telephone</b>	<b>Committee Member</b>	<b>Tel No:</b>
		Eddie Marsh (Chairman)	01278 229268
		Competent Person	07494 375591
		AlanThompson (Treasurer)	01278 683002

## Key-safe Access:

The key-safe containing the key to the front doors is situated to the left of the main door.

To open it:

- pull the black cover forward and push down the 'Clear' button.
- Enter the 4-figure code and turn the knob clockwise to open.
- To close turn the knob anti- clockwise.

You will be given the code prior to the start of your hire.