

Hiring Policy for Great Shelford Memorial Hall

1. Premises

- 1.1. Any part of the building is available for hire individually or in any combination, for any lawful purpose.
- 1.2. The premises are not offered as being suitable for any specific activity.
- 1.3. Separate rooms of the building may be booked for use by different hirers concurrently; foyer and kitchen facilities to be shared in this situation.

2. Hirers

- 2.1. 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.
- 2.2. Hirers must be aged 18 yrs or over.
- 2.3. Where a hiring is made by an organisation or group of people, one person must be named as the responsible hirer.
- 2.4. No request for hire shall displace an existing booking with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national election.
- 2.5. Hire for 18th or 21st birthday parties will be restricted to Great Shelford residents.
- 2.6. Local groups wishing to hire the hall will have precedence over outside groups or commercial hirers.
- 2.7. All hire is subject to the conditions of hire set by Great Shelford Parish Council. A set of standard conditions of hire will be given upon confirmation of each booking.

3. Charges

- 3.1. Hire charges will be as set by Great Shelford Parish Council. These will be reviewed annually.
- 3.2. Set up and clear away time will be included within the period of hire.
- 3.3. All occasional hirers will be required to secure their booking with 100% of the total booking fee.
- 3.4. An additional damage deposit of £50 or £100 (depending on the activity in line with insurance requirements) will also be required for occasional bookings.
- 3.5. Damage deposits will be refunded after an event providing that the trustees are satisfied that the hall and its perimeter have been left in a satisfactory condition.
- 3.6. All payments made by cheque, either as damage deposit or advance booking fee, will only be accepted up to 14 days prior to period of hire.
- 3.7. Block bookings from local user groups will be invoiced on a monthly in advance of their first period of hire.

4. Cancellations

- 4.1. Any monies already paid will normally be refunded in full for hirings cancelled up to two weeks in advance of hiring by Great Shelford Parish Council. However Great Shelford Parish Council shall not be liable to make any further payment to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.
- 4.2. A hirer cancelling an event with less than two week's notice will normally be charged up to 25% of the hire charge if the hall cannot be rebooked for the same period of hire.
- 4.3. Hirers will be liable for the full charge for any bookings cancelled retrospectively.

As agreed and adopted Great Shelford Parish Council at their meeting held on 17th August 2022.

Signed on behalf of the above:



Chairman

To be next reviewed: August 2023

Hiring Procedure

- All booking enquiries will be made to the Clerical Assistant in the first instance.
- The Clerical Assistant will respond to booking enquires within 48 hours either by phone or email.
- The Clerical Assistant will hold the electronic booking diary Great Shelford Memorial Hall.
- The Clerical Assistant will provisionally book periods of hire until a signed copy of the hire agreement accompanied by a deposit (where applicable) and 100% of booking fee has been received for ad hoc/one off bookings. Regular user bookings will become confirmed at the point the hire agreement is received.
- The Clerical Assistant will issue the hire agreement to each hirer along with Standard Conditions of Hire. The hirer will be asked to sign and return a copy (electronic copies are acceptable). If the hirer does not have access to the Internet, two paper copies will be issued with one to be signed and returned by the hirer. Each set of copies will be consecutively numbered.
- Numbered copies will be kept on file by the Clerical Assistant.
- The Clerical Assistant will be responsible for ensuring that relevant licences (PPL for commercial hirers) and/or a DBS certificate(s) are held by individuals or groups where the playing of music and/or children or vulnerable adults/adults at risk respectively will be involved. The Clerical Assistant will note the certificate or licence number on both relevant booking forms.
- The Clerical Assistant will be responsible for issuing Temporary Events Notice (TEN) application forms, keeping a record of their issue and informing Great Shelford Parish Council of issue. (TENS are applicable for any regulated activity not covered by the hall's Premise Licence).
- The Clerk to the Council will issue an invoice for the period of booking citing the numbered hire agreement as reference.
- Block bookings will only require a hire agreement per block session.
- Cheques received by the Clerical Assistant will be passed immediately to the Clerk for banking.
- Damage deposits will be banked and refunded at end of hire.
- All cheques must clear with the bank before hire takes place.
- A receipt will be issued by the Clerk to the Council for all advance booking payments.
- The Clerical Assistant will be the main person arranging access for hirers and will be the main point of contact at the end of the hire.
- The Clerical Assistant (or Clerk to the Council) 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 Great Shelford Parish Council sees fit.
- The Clerical Assistant will recommend to the Clerk to the Council that refund is raised to return the damage deposit or part thereof after they are satisfied that all conditions of hire have been adhered to.

As agreed and adopted by Great Shelford Parish Council at their meeting held on 17th August 2022.

Signed on behalf of the above:



Chairman

To be next reviewed: August 2023

