**CROOK OF DEVON VILLAGE HALL**

**HALL HIRE POLICY**

**INTRODUCTION**

1. The Crook of Devon Village Hall, formerly known as the Crook of Devon Institute, is governed by a Management Committee as laid out in the Constitution dated 19 March 2021.
2. The objects of the governing document are:

* To promote the benefit and social welfare of all the residents of Fossoway and its environs without distinction of religion, or political opinion by associating the residents, voluntary organisations and local authorities in a common effort to advance education and to provide facilities for recreation and leisure time occupation.
* To secure the establishment, maintenance and management of a Community Hall (here and after called “the hall”) for activities promoted by the Village Hall in furtherance of the above objects of any of them.
* The Village Hall shall be non-party in politics and non-sectarian in religion.

1. All hire is subject to the conditions of hire set by the Crook of Devon Village Hall Management Committee. A standard set of conditions of hire will be issued upon confirmation of each booking.

**GENERAL**

1. 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.
2. Hirers must be aged 21 years or over. Where an organisation or group makes a hiring, one person must be named as the responsible hirer.
3. Bookings by permanent residents of Crook of Devon, Drum and Rumbling Bridge wishing to use the hall for non-commercial purposes may be given precedence over outside groups or commercial hirers. Preferential hire rates for local non-commercial users will also be available.

**PREMISES**

1. The Village Hall is available for hire for any lawful purpose. The premises are not offered as being suitable for any specific purpose, however bouncy castles and other inflatable activities are not allowed in the Hall or Car-Park.
2. Animals, other than Assistance Dogs, are not permitted in the hall.
3. The Main Hall, Kitchen/Café and Meeting Room are the three principal letting areas. Bookings may be made for the Kitchen/Café, Meeting Room or the Hall for sole use. Users booking the Hall for sole use may normally use all the building’s facilities and the immediately adjacent car park as part of the hiring. However, The Committee Office will not normally be available for hire, however if this is needed, this should be discussed with the Bookings Secretary prior to booking.
4. In some circumstances separate and concurrent bookings of the Main Hall, Café/Kitchen and Meeting Room by different users may be possible. However, these will be subject to access approval and agreement between the different users, mediated, by the Booking Secretary.

**HIRING AND CHARGES**

Also see annex A for current charges

1. The following user groups will apply:
2. Local individuals, local not-for profit organisations/groups
3. Private users
4. Commercial/Business Users - this includes coach-led sports groups or classes that charge participants and local government use.
5. The following hire types will apply:
6. Occasional
7. Block booking (Regular) - where more than 10 sessions (a booking made for a separate date) are booked at the same time.
8. The time booked must include the time required for set-up and clear-up. Charges will be for the full time booked and will be calculated to the nearest 5 minutes for hourly rates.
9. Additional booking charges may be applied for use of specific items as determined by the Management Committee.
10. The Booking Secretary and Treasurer may by exception determine rates for use not specified above. But these must be consistent with the principles established in this policy and be approved by the Committee.
11. Hire charges will be reviewed and set annually by the Crook of Devon Village Hall Management Committee as part of the normal budget setting process.

**BOOKING AND INVOICING**

1. All occasional hirers will be required to secure their booking with a deposit of 50% of the total booking fee. The balance of the booking fee must be paid no later than 14 days before, or on the day of booking if less than 14 days before, the date of the event for which the premises are hired.
2. An additional security deposit may also be required for certain bookings, this will be at the discretion of the Booking Secretary and Treasurer. Security 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. All payments made by bank transfer or cheque, either as security deposit or advance booking fee, will only be accepted.
4. Block bookings will normally be covered by a specific contract of hire and will be invoiced calendar monthly in arrears.
5. Other users will be invoiced at time of booking.
6. All bookings will be provisional until the required fees are paid.

**CANCELLATIONS**

1. The Village Hall reserves the right to cancel any hiring by written notice to the hirer in the event of:
   * 1. the premises being required for use as a Polling Station for a Parliamentary or local Government election or by-election;
     2. the Village Hall management committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring;
     3. the premises becoming unfit for the use intended by the Hirer, or
     4. 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 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.

1. If an Occasional Hirer wishes to cancel a booking before the date of the event.
   1. No charge will be payable if cancelled four weeks or more before a booking.
   2. Up to 50% of booking charge is due if cancellation is between one and four weeks before a booking.
   3. Up to 100% of booking charge is due if cancellation is one week or less before a booking.
2. If a Regular Hirer wishes to cancel a booking before the date of the event and the village hall is unable to conclude an equivalent replacement booking.
   1. Up to 25% of booking charge is due if cancellation is more than 2 weeks before a booking.
   2. Up to 50% of booking charge is due if cancellation is between 48 hours and 2 weeks before a booking.
   3. Up to 100% of booking charge is due if cancellation is 48-hours or less before a booking.
3. Hirers will be liable for the full charge for any bookings cancelled retrospectively.

**INTERRUPTION OF REGULAR BOOKINGS**

1. If a Hirer is a regular weekly user, the Committee reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least six weeks’ notice shall be given of such cancellation.
2. The Committee reserves the right to nominate a specified weekday evening as not being available for regular weekly bookings, so that priority can be given to monthly, or less frequent, bookings.

**ANNEXES**

A – Current Hiring Charges

**ASSOCIATED DOCUMENTS AND PROCEDURES**

Crook of Devon Village Hall – Booking Form

Crook of Devon Village Hall –Standard Terms and Conditions of Hire

Crook of Devon Village Hall – Hire Checklist

Crook of Devon Village Hall – Fire Safety

**ANNEX A – HALL HIRE PRICES – Effective from 1 January 2025**

The prices listed in the Tables below are effective from the 1 January 2025 and will be subject to review annually.

**Table 1. Business/Commercial Users & Private Bookings for Non-Local Residents1**

|  |  |  |
| --- | --- | --- |
|  | Standard Rate | Block Booking Rate2 |
| Hall for sole use (Main Hall and Kitchen/ Café) | £20/h | £16/h |
| Kitchen/Café only | £10/h | £8/h |
| Small Meeting Room3 | £20/day | £16/day |

1Local Resident is a permanent resident of Crook of Devon, Drum or Rumbling Bridge

2Block Booking is when 10 or more individual bookings, each on a separate date, are booked at the same time.

3The small meeting room cannot be booked by the hour, it is a set daily rate.

**Table 2. Local Charity or Local non-profit Bookings & Private Bookings for Local Residents1**

|  |  |  |
| --- | --- | --- |
|  | Standard Rate | Block Booking Rate2 |
| Hall for sole use (Main Hall and Kitchen/ Café) | £16/h | £12.80/h |
| Kitchen/Café only | £8/h | £6.40/h |
| Small Meeting Room3 | £16/day | £12.80/day |

1Local Resident is a permanent resident of Crook of Devon, Drum or Rumbling Bridge

2Block Booking is when 10 or more individual bookings, each on a separate date, are booked at the same time.

3The small meeting room cannot be booked by the hour, it is a set daily rate.