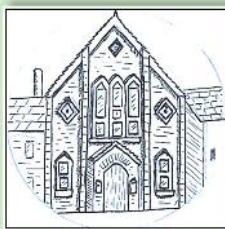

Hurworth Village Hall



(Registered Charity No: 520830)

Church Row, Hurworth on Tees, Darlington, DL2 2AQ

Hall Booking Policy and Procedures

Introduction

Hurworth Village Hall Management Committee wish to ensure that Hurworth Village Hall is utilised for the benefit of Hurworth Village Residents and User Groups and to minimise disruption to the community.

This policy is implemented to ensure the effective hiring of the Hall to both regular user groups and private hirers and to provide safeguards to users and the local community.

All persons hiring / using Hurworth Village Hall or taking part in activities are expected to comply with the standards which are set out in this document.

Bookings

Bookings are available for the inhabitants of the Parish of Hurworth and the neighbourhood as per the Governing Document. The Hirer will be over 18years of age.

Bookings for other groups or non-residents will only be accepted in exceptional circumstances or where it is of significant interest to the community of Hurworth.

The Hurworth Village Hall booking diary is retained by the Bookings Secretary and availability can be checked by contacting the Booking Secretary. Contact details are displayed on the noticeboard outside Hurworth Village Hall and on the website at www.hurworthvillagehall.org.uk.

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

The Bookings Secretary shall:

- On receipt of an enquiry contact the enquirer and discuss the proposed booking (and suitability of the event for the Hall).
- Advise the enquirer of the Hall availability and fees.
- On receipt of a confirmed booking, enter the details on the bookings calendar and complete a Booking Agreement Form (Appendix 1).
- Provide The Hirer with a copy of the Booking Agreement Form and the Hire Agreement (Appendix 2).
- Ensure that prior to the event that the Booking Agreement Form is signed by The Hirer and returned to the Bookings Secretary and retained on a central file.
- Make access arrangements to the Hall with the Hirer.
- Collect all fees from Hirers.

Fees

Charges are made for actual access time.

- Regular weekly classes £8.00 per hour
- One off use £10.00 per hour

These fees are reviewed annually by the Hurworth Village Hall Management Committee.

Access

The Booking Secretary shall agree access arrangements with the Hirer.

Regular weekly classes

- The Booking Secretary will supply a key to The Hirer for their safe keeping and use.
- The Booking Secretary will keep an up to date list of key Holders and their contact details.
- When a regular booking ceases the Booking Secretary will recover the key from the Hirer.

One off hire

- The Booking Secretary (or in their absence another member of the Hurworth Village Hall Management Committee or their representative will meet The Hirer to open and close the Hall at a designated time.

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Standards for the hire of Hurworth Village Hall

Hurworth Village Hall Management Committee would like all users to embrace and enjoy the facilities and activities of the Hall.

To achieve this, every user is expected to adhere to the following standards:

- Exercise a duty of care for the health, safety and welfare of all persons using Hurworth Village Hall facilities. (Maximum capacity main hall 100 persons, small hall 30).
- Ensure compliance with Hurworth Village Hall policies. Specifically: Health and Safety Policy, Environmental Policy, Equal Opportunities Policy and the Child Protection and Vulnerable Adults Policy.
- Ensure all children and young persons under the age of 18 are supervised at all times, by an appropriate adult as per the Hire Agreement.
- Treat everyone with respect and in accordance with their needs, embracing individual difference.
- Conclude all activities by 11.00 pm and leave the premises within 30 minutes after that time.
- Do not cause disorder or excessive noise, to the potential detriment of residents or other users.
- Park vehicles in a considered manner as not to cause obstruction or danger.
- Leave all facilities clean, tidy and immediately report any damage or hazards to the Bookings Secretary.
- Ensure the building is left safe and secure.

Complaints

Any complaints should be made in accordance with Hurworth Village Hall Complaints Policy and Procedure.

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Hurworth Village Hall Booking Agreement Form

This **Agreement** is made on the date hereof between **Hurworth Village Hall** which is a registered charity and the **Hirer** whereby in consideration of the Hirer paying the **Hiring Fee** specified below.

Hurworth Village Hall agrees to permit the **Hirer** to use the **Hall** on the **Date(s)** and **Times** and for the **Purpose(s)** specified below subject to the terms of the **Hire Agreement**.

Name of Hirer	
Organisation	
Address	
E-mail	
Tel. Number	
Date (s) of Hire	
Time (s) of Hire (To include set up and tidy away)	
Purpose of Hire	
Total hiring fee	
Date Hiring fee paid	
The Hirer confirms that a copy of Hurworth Village Hall Hire Agreement has been provided to them and that they agree to the terms included therein.	
Signed by Hirer	
Name	
Date	
Signed on behalf of Hurworth Village Hall	
Name	
Date	

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Hurworth Village Hall

Hire Agreement

HIRERS RESPONSIBILITIES

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The HIRER will be over 18 years of age.

Supervision

- The hirer is considered to be the Event manager and will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking and young person's under 18 years.

Use of Premises

- The hirer shall not use the premises for any purpose other than that advised at the time of booking.
- Standard operating hours are 8.00 to 23.30, although all music must cease at 23.00hrs.
- The capacity (100 persons in the main hall and 30 in the small hall) must not be exceeded
- The sale of alcohol in any form is not permitted unless a Temporary Event Notice has been obtained from Darlington Borough Council. Alcohol is permitted for private events where not sold.
- They shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.
- The Hirer will be responsible for obtaining any licences that are needed and for the observance of the same.
- The premises will not be used for any form of adult entertainment of a sexual nature.
- No smoking is allowed anywhere in Hurworth Village Hall.
- Doors and windows will be managed during events to ensure that noise does not escape from the building.
- The hirer is requested to ensure that users leave quietly and have consideration for local residents.

Indemnity

- The hirer shall reimburse Hurworth Village Hall for the cost of any repair or damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

Insurance

- The hirer shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Premises. (The Hurworth Village Hall is insured against any claims arising out of its own negligence).

Children Act – Safeguarding Children

- The hirer shall ensure that any activities for children comply with relevant legislations and that only fit and proper persons have access to the children.
- With the exception of private parties, where events are organised for children, The Hirer will have a valid certificate from the Disclosure and Barring Service and The Hirer takes full responsibility for any other person's they engage to look after children.
- There shall be a minimum of three competent persons over 18 years of age to supervise all children's events. Children are not allowed in the Hall unaccompanied.
- Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. The NSPCC recommends:
 - Aged 0 - 2 years: 1 adult to 3 children
 - Aged 2 - 3 years:1 adult to 4 children
 - Aged 4 - 8 years:1 adult to 6 children
 - Aged 9 - 12 years:1 adult to 8 children
 - Aged 13 - 18 years:1 adult to 10 children.

Health and Hygiene

- The hirer shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.
- The Hirer shall familiarise themselves with the location of the First Aid Kit.

Fire Safety

- Under the Fire Safety Order 2006 hirers of premises such as Village Halls etc. bear the responsibility for fire safety for the duration of their hire.
- As a hirer of Hurworth Village Hall and organiser of your event this responsibility will fall to you.
- The building has previously been risk assessed under the Fire Safety Order so in essence the extent of your responsibilities can be summarised as follows. The hirer must: -
 - Be familiar with the layout of the building and escape routes as indicated by the green 'running man' signs and ensure that these routes are kept free from obstruction.
 - Be familiar with the contents of the Fire Action Notices located at various points throughout the building, which inform you what to do in the event of a fire.
 - Ensure that any electrical equipment used in connection with your hiring e.g. sound systems has been suitably tested by a competent person and is safe.
 - Not use unauthorised heating appliances or highly flammable substances.
 - Ensure that exit signs and the emergency lighting supply illuminating exit signs and routes is turned on the whole time the event is in progress.
 - Ensure that the Firebrigade is called to all fires no matter how small and that the Booking Secretary is informed.

Animals

- The hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall.

Policy	Hall Booking Policy and Procedures
Date / Version	April 2014
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Cancellation

- If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to arrange a replacement booking, the question of the payment of the hiring fee shall be at the discretion of the Hurworth Village Hall Committee.
- Hurworth Village Hall Management Committee reserves the right to refuse or cancel a booking at any time without notice, prior to or during the booking event.
- The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer, at the discretion of the Hurworth Village Hall Committee.

Policy	Hall Booking Policy and Procedures
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