

HALL HIRE (RATES) POLICY

Review Period and Rates

The Hire Policy and Rates will to be reviewed annually, with a view to any change in rates applying from 1 January of each year. As notice is to be given to regular hirers, the review should take place in October. In exceptional circumstances (such as significantly high inflation, bigger than budgeted increases for utilities or other unforeseen changes) it may be necessary to review and introduce a mid-term increase.

Private hirers will be advised that the rates are likely to change from 1 January of each year and new rates will apply to their bookings even if booked the previous year. The Hall Coordinator will manage expectations by advising potential hirers that an increase of up to 10 per cent may be added to the current hire rates at the time of booking events.

A separate review for regular hirers may be undertaken in line with specific hire agreements.

The Trustees had considered a two-tier pricing scheme for local and non-local areas but determine that this would increase administration checks and would not be a net benefit to the charity.

Following the Trustees' Strategy Session in September 2022, a key consideration is for those users (such as Community Groups and Charities) that wish to hold events for charitable and/or broad scale and open community benefit. The Trustees reserve the sole right to make the hall available for such events without charge.

Hall Coordinator

The Hall Coordinator to use the agreed hire rates for all new bookings, regular and private one-off hires, charitable hires, start-ups etc. If there are any queries with the rates or the Hall Coordinator wishes to offer a discount, this must be first discussed and agreed with the Treasurer.

Bookings

The Hall Coordinator to discuss a hirer's request before accepting the booking to ensure sufficient time is given for setting up and clearing away. This should minimise the possibility of hirers clashing if there are more than one hire on any day.

New regular hirers will be required to provide a £200 deposit which is refundable at the end of the first month or after three (3) successive hires (if monthly/quarterly events). Any keys provided to regular hirers must be returned when the hirer no longer wishes to use the hall and in line with the hire agreement.

Private, one-off hirers must provide a minimum £200 deposit before the hire date. This is refundable if the hall is left clean and tidy and no issues haven been identified by the Hall Coordinator at the end of the hire. The amount, if needed, to be withheld will be discussed and agreed between the Hall Coordinator and Treasurer to ensure fairness to both parties (hall and hirer).

Booking dates are at the discretion of the Hall Coordinator as this individual must fit the bookings around his/her own commitments. There is no requirement to have bookings at the hall every weekend. Trustees will agree specific shutdown periods for maintenance in conjunction with the regular hirers (specifically the nursery).