



Parracombe Village Hall Hiring Policy

This policy will be reviewed at the first meeting of the Parracombe Village Hall Committee (VHC) following the holding of the annual Parracombe Community Trust AGM and at additional times during the year as circumstances dictate. Any change to the policy will require approval from the Parracombe Community Trust board.

Booking Clerk

The booking clerk will be appointed by the Parracombe Village Hall Committee and their duties will comprise the following:

- 1) Receive booking enquiries for the Hall and a) notify the potential Hirer of availability, the appropriate charge & payment terms, b) agree date & time for the provisional booking and c) provide the Hirer with the latest copies of the booking conditions, fire policy & health & safety policy.
- 2) Notify the Parracombe Community Trust Treasurer of the booking and provide -
 - a. Contact details of the Hirer (address, phone number & email address)
 - b. Date & time of the hall booking
 - c. Agreed / proposed charge for the booking.
- 3) Update the online calendar (<https://parracombe.org.uk/locations/village-hall/>) with details for the provisional booking.
- 4) On receipt of notification from Parracombe Community Trust Treasurer that the booking is confirmed, update the online calendar to a confirmed booking status.

Pricing Policy

The aim of the VHC is to provide and maintain a hall facility which benefits inhabitants of the district. In setting the hire charges, the Committee wishes to maximise the use of the Hall but also to meet as far as possible the Hall's running costs with any shortfall being covered by the Parracombe Community Trust.

The baseline for calculating an appropriate hire rate per hour is to take the estimated annual cost of maintaining the Hall and dividing this by the estimated number of hours the Hall is expected to be used in the following year for bookings and events. This gives an approximate average 'rate per hour' of £10. *Based on 2019 expenditure data.*

However, events and activities which directly contribute to the Committee's principle aims can benefit from reduced hire rates with prior agreement from the VHC for regular or

recurring bookings or with agreement from the Booking Clerk for one-off bookings. The proposed standard charge rates can be found under the Charge section below.

Sale of Alcohol

No alcohol may be sold at an event at the Village Hall unless that alcohol is provided by the Village Hall Bar Committee under the Parracombe Village Hall Bar Licensed Events Policy.

Charges

Standard rates are set per hour, per day or per event. The minimum period of booking is one hour.

The Booking Clerk will agree charge rates with the Hirer, on behalf of the committee, using the guidelines that follow.

The first three user groups below contribute to the charitable aims of the committee and are therefore charged at either a subsidised or average rate.

1. Local groups, charities and non-profit organisations: £6 per hour.
2. Private events and one-off non-charitable events benefiting local people: £8 per hour or £50 per day.
3. Commercial: profit making but of benefit to local residents: £8 per hour.
4. Other commercial uses: Charges to be set by the Booking Clerk.

A discount of up to 25% may be applied for historical recurring users of the Hall or where multiple bookings are made and payment is received in advance.

Additional time will be allowed prior to and post the period of the booking for set-up/preparation and clean-up/restoration of the Hall to its original condition. This will be 15mins x 2 for bookings of up to 2 hours and 30mins x 2 for bookings greater than 2 hours. The Booking Clerk may also charge additional set-up and clean-up time, either at the same rate or a reduced rate depending on the type of hire e.g. birthday party.

The Hirer will be liable for the cost of rectifying all damages incurred in excess of normal expected wear and tear. At the discretion of the Booking Clerk, a returnable damage bond of up to £250 may be required to be paid in advance. This bond will be returned within one week of the event less the cost of any damages incurred.

The VHC wishes to meet as far as possible the Hall's running costs through income received through its hire. Historically this has not been the case. Therefore, charge rates and usage will be reviewed in 6 months from the date of issue of this policy with the expectation being that charges will be increased to help bring expenditure and income more in line.

Village Hall Key

The Hirer is responsible for returning the key to the key safe and will be required to pay for its replacement should it be lost.

Invoicing & Payment Terms

The PCT Treasurer will issue an invoice to the Hirer by email for the agreed charge and payment terms. The default requirement is for full payment in advance. This may be varied under special circumstances with the consent of the VHC for regular or recurring bookings or the PCT Treasurer for one off bookings (with subsequent ratification by the VHC).

Direct payment into the PCT Hall bank account will be encouraged as the norm.

The booking will be confirmed by the PCT Treasurer once the invoice has been issued and either full payment for the agreed hire is received or for those Hirers not required to provide payment in advance, all previous issued invoices have been paid as per agreed payment terms. If agreed payment terms have not been previously adhered to then the PCT Treasurer may reject the booking unless or until sufficient explanation has been received.

Cancellations

In order to ensure that there is no loss of opportunity to utilise available booking slots, cancellations will only be allowed if a cancellation request is received by the Booking Clerk and agreed 24 hours prior to the start of the hire. Payment received will be returned asap depending on the original method of payment e.g. Bank transfer within 2 days.

If full payment is not received 24 hours prior to the start of the hire and alternative arrangements have not been agreed with the Booking Clerk, then the booking will also be cancelled and the Hirer informed.