



## **CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) HALL HIRE POLICY**

### **1. Charitable Status**

- 1.1** The Trustees are required to provide and maintain the hall for the benefit of local inhabitants and this, together with the proposed activity, will be taken into consideration when assessing requests for bookings.
- 1.2** The presumption will be that non-profit and village-organised activities shall take precedence over commercial and non-local organisations.
- 1.3** The Trustees reserve the right to refuse any booking if it considers that it would not be in the best interests of the Hall or Crockenhill village; no reason need be given.
- 1.4** The booking administrator is responsible for referring to the Contracts Secretary and or the Chair of Trustees any booking where there are concerns about safety issues or potential damage to the building or the reputation of the hall.
- 1.5** Events involving the consumption of alcohol and where a significant number of young (under 25) persons are likely to attend must be referred to the Trustees for specific minuted approval.

### **2. Conditions of Hire**

- 2.1** The Hirer must be a named individual over the age of 21 years.
- 2.2** The Hirer to provide ID when firming up the booking.
- 2.3** The Hirer is the named responsible person and must be present throughout the period of hall hire.
- 2.4** Annual Contract hirer's are eligible for storage cupboards depending on availability (maximum of 2 per group).
- 2.5** All hirer's must be given a short terms and condition agreement and referred to the full terms and conditions and policies on the website.
- 2.6** All hirer's must agree with the booking clerk arrangements to access the hall & return the keys.
- 2.7** The Booking Clerk to apply the hire rates approved by the Trustees and displayed on the website.
- 2.8** The Booking Clerk to ensure that the approved bookings procedures have been followed.
- 2.9** The hirer is responsible for ensuring that the Conditions of Hire are fully implemented.
- 2.10** The Conditions of Hire and the amount of any deposit are reviewed annually by the Trustees at the AGM.

### **3. Insurance**

- 3.1** The Trustees maintain appropriate Public Liability and contents Insurance with a reputable insurance company.
- 3.2** The Trustees do not provide public liability cover for 3<sup>rd</sup> party commercial or business hire.
- 3.3** Commercial or business hirers must have comprehensive insurance arrangements in place. Such hirers must provide a copy of their insurance cover when making a booking.

### **4. Licensing**

- 4.1** CVHMC holds current PPL and PRS licenses to cover all users for the playing of live and recorded music.
- 4.2** Where an event includes the sale of alcohol if sold separately, the hirer must obtain an alcohol licence for the event from the local authority. Hirers may be required to produce this by the Trustees.
- 4.3** Where any events includes the screening of commercial films, a film licence must be obtained.
- 4.4** CVHMC holds its own current TV licence.

Policy Statements are reviewed annually at the AGM as a formality.

Last Reviewed and Approved April 2024