

THE DAVIS HALL, WEST CAMEL
Registered Charity No: 1070729
HOWELL HILL, WEST CAMEL, YEOVIL, SOMERSET BA22 7QX

HIRING POLICY

1. Guiding Principle

The hiring of The Davis Hall will be consistent with the objects specified in the Trust Deed which governs The Charity.

These objects are:

- To provide a village hall for the use of the inhabitants of the Parish
- No distinction based on political, religious or other opinions
- Use for lectures, classes and other forms of recreation and leisure time occupation

While every effort will be made to accommodate the needs of all actual or potential hirers, priority will be given to inhabitants of the Parish.

2. Policies

2.1 Premises Licence: The Trustees (in particular the Secretary and Booking Secretary) will ensure that The Hall is properly licenced for the activities which hirers conduct – or propose to conduct – in the hall.

2.2 Hiring Charges:

- The Hall operates a three-tier hire charge structure:
 - preferential lower rates for hirers inhabiting the Parish
 - standard rates for all non-commercial hirers not inhabiting the Parish
 - a premium rate for commercial hirers (commercial = use of the Hall for profit or commercial gain to the Hirer).
- The Hall operates a discount arrangement with regular hirers (regular = generally hiring once a month or more often).
- Hiring charges are based upon what is required to keep the Hall on a sound financial footing, and charges elsewhere for comparable facilities (e.g. other local village halls).
- Hiring rates are reviewed annually by The Treasurer and Booking Secretary and they propose any alterations to the Committee for approval.
- If the Hall is hired by a Charity, or for Charitable purposes, at the Booking Secretary's discretion, the lower parish inhabitant rate may apply.
- The current charges and discount rates are specified in Appendix 1 to this document.

2.2 Hiring Process

- The Booking Secretary maintains a diary with all bookings entered. A detailed schedule is issued monthly and distributed to Keyholders, and a copy posted on the Hall noticeboard.
- The Booking Secretary is responsible for ensuring that bookings do not clash or overlap, and where special arrangements are required, to negotiate with hirers so that all are satisfied.

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- Every hirer is required to sign both a Hiring Agreement and a Standard Conditions of Hire before the hiring; these documents cover all aspects of the hiring. The Booking Secretary retains a copy of these documents until the final payment for any hiring has been received. Regular Hall users sign a Hiring Agreement and Standard Conditions of Hire which cover a year in advance – currently this runs from 1st April to 31st March.
- When a hiring is requested the Booking Secretary is responsible for establishing all key requirements for that hiring e.g., time, nature of the event, number of people, licence requirements for alcohol, adult supervision for children, under 18's, and vulnerable adults, use of the kitchen – and to advise the hirer of any special conditions which apply.
- The Booking Secretary issues invoices for each hiring. Regular users receive a monthly invoice to cover the previous months hirings. Other hirers can either pay in advance or at the time of their hire. All are provided with receipts if wanted.

2.3 Deposits

Regular users are not required to pay deposits. Occasional hirers are normally required to pay a deposit (see schedule of current charges) – but this may be reduced or waived at the discretion of the Booking Secretary. These waivers generally apply to:

- hirers who are known to the Booking Secretary and have a history of responsible use of the Hall.
- local residents using the Hall for small scale events such as a coffee morning or children's party.

In all cases it is made clear to hirers that they are responsible for paying the cost of damage incurred.

2.4 Other considerations:

- When potential hirers wish to view the Hall in advance the Booking Secretary makes reasonable efforts to ensure a Committee Member is available to show them the Hall at a mutually convenient time.
- If a hiring cannot be accepted because the Hall is already booked, the Booking Secretary suggests, if possible, alternative venues which may be suitable.

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**HIRING POLICY
APPENDIX 1**

Hiring Charges effective 01.01.2020

HIRING CHARGES (per hour)

Booking Secretary: Rob Gordon 01935 851214

Hirers must inform the Committee in writing if they wish to hold an event involving alcohol.

Residents of the Parish of West Camel

Main Hall	£ 6.50
Regular Hirers	£ 6.50
Committee Room	£ 4.00
Kitchen Per Session: Hot Drinks	£ 4.00
Cooking/food preparation: Up to 50 people	£10.00
50 to 100 people	£18.00
100 plus people	£20.00

Non residents of the Parish of West Camel

Main Hall	£12.00
Regular Hirers	£ 9.00
Committee Room	£ 6.00
Kitchen Per Session: same as residents	£ 4.00

Regular full evenings (total) £50.00

Commercial Rate Main Hall £18.00

Hiring for fundraising for Charity at Booking Secretary's discretion. Resident rates may apply.

For late night parties finishing at midnight requiring a Committee Member to lock up, a £50 Bond, refundable provided conditions are fully met, will be required.

Cancellation Charges: Commercial Bookings with less than 21 days' notice - 50% of hiring charges.
All others by arrangement with Booking Secretary.

Deposits: For substantial events (weddings, big parties) where Booking Secretary judges a Deposit is needed: £100.