

Beckley Village Hall

BVH DN6

Hall Hiring Policy

1 Why have a Hiring Policy

- 1** To provide for a record to be kept of decisions made relating to hiring.
- 2** To help our Booking Secretary to operate a consistent and transparent practice.
- 3** To ensure that all the Management Committee (Committee) Trustees, whether long standing or new members, will be aware of what has been agreed.
- 4** To save Trustee time.
- 5** To capture the results of earlier Committee decisions as some hiring matters previously agreed will not need to be re-debated.
- 6** To be used in the event of an insurance claim as evidence that the Committee have a policy and procedure in place for hiring matters.

2 Need for Periodic Review

It should be reviewed at least annually to check everything is still relevant, however, changes can be made whenever required.

3 Responsibilities

- 1** Any changes should be agreed by the Committee
- 2** The Booking Secretary should manage bookings in accordance with the Hiring Policy and as provided by the system defined on the Village Hall web site - http://beckley-and-stowood-pc.gov.uk/village_hall/Bookings.php

3 Principles to be adopted in establishing Hire Rates

- 1** Hire charges, taken overall, should reflect the cost of running the Hall and building an appropriate strategic reserve, the size of which to be determined by the Treasurer and approved by the Committee.: The strategic reserve should be sufficient to cover likely future repair and maintenance costs and periodic fluctuations in income.
- 2** To calculate the running costs, the Committee needs to look at the annual expenditure of the Hall, taking into account cleaning, caretaking, electricity, gas, rates, water rates, telephone, postage, minor repairs and contingencies, as well as any licenses that may be required.
- 3** The Hall will maintain the following licenses available for all Hirers:
 - Operating license

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- Performing Right Society License (PRS) (and its planned 2018 successor covering both PRS and PPL)
- Television License

The following additional licenses, where required, are to be obtained (and paid for) by Hirers:

- Temporary Event Notice
- Music License

- 4** The Hire Charge section of the website will show (subject to prior agreement of the Committee) how many sessions (mornings, afternoons and evenings) or hours the Hall will be used. These are defined in BVH DN7 "Charge Rate Structure". The Charge Rate Structure shall be adjusted periodically to ensure that the Hall is charging prudently and with any surplus earmarked for support to appropriate Hirers in accordance with the Trust's charitable objectives and this Policy
- 5** As our experience grows we should aim for the following:
 - a. Giving lower hire rates for:
 - i. long term bookings where such bookings fill gaps in what might otherwise be low use period;
 - ii. for rehearsals, for preparation time for events where not all facilities will be used and for bookings at times of low demand or 'off peak';
 - iii. for village consultations and other appropriate democratic process use; and
 - iv. for those who live in the village or are organisation leaders for activities that benefit the village e.g. Bells and Art, including those leaders who make an income from such beneficial activities.
 - b. Otherwise limiting reduced rates to those organisations that cannot afford the full rates and where such activities are of a charitable or not-for-profit nature eg youth clubs. Membership of the Committee is not, in itself, to give any rights to preferential hiring treatment.
 - c. Higher rates for those not living in the area of benefit, certain types of private functions, such as wedding receptions, and commercial activities such as antiques fairs. Commercial activities must never be subsidised by charity funds.
 - d. Where a particular Hire is not covered by one of the specific circumstances described in this clause 5 then the local rate shall apply where the Hirer is a resident of the Village and the activity is not of an overt commercial nature.

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- e. The initial judgment on the appropriate hire rate to be used shall be the Booking Secretary taking note of this Policy. The Booking Secretary can only use discretion in relation to which of the published charge rates is appropriate and to resolve any ambiguities (if they exist) in BVH DN7. If a Hirer wishes to challenge any charge rate then the matter can be escalated to the Committee with two options:
 - i. The Hirer first pays a non-refundable fee of 150 pounds to cover the time of the Committee to undertake a review out of the normal review cycle.
 - ii. The matter will be reviewed at the next review cycle but the results of such review will then only apply to future similar bookings.

In both circumstances the decision of the Committee shall be final.

- f. For the special situation of start-up support to new groups considered of benefit to the Village the matter should be brought before the Management Committee.

- 6** We should aim for an inclusive charge for all facilities to cover accommodation, heating, lighting, kitchen equipment, crockery, stage and general periodic cleaning. However, any heavy duty cleaning associated with specific events shall be arranged and paid for by the Hirer.
- 7** Caution should be exercised by the Booking Secretary in agreeing evening bookings where there is a reasonable expectation that the attendees will be largely young people under the age of 18 where the risk to the attendees and to near neighbours may be considered unacceptable. Where in doubt it is safer to be prudent. If he/she considers it appropriate, the Booking Secretary can refer the matter to the Committee who may require special commercial arrangements.
- 8** This Policy should be read in conjunction with the other policies and guidance notes in the BVH DN series and published on the Village Hall Website.

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- 9** At a Committee meeting on 17th Jan 2018 the following specific provision was agreed:

(a) Commercial Hires

For commercial hires, where the Hirer accepts the profit and loss of the arranged activity we should give support to new activities created which were identified in the Beckley village survey as being "for the good of the village". The support would be in the form of a subsidy for the first three meetings in which the Hall hire fee would be reduced by any loss made by the Hirer but such subsidy not to exceed the standard hire charge rate for such Hirer and activity. This subsidy would cover the first three meetings only. We would take on trust the declaration of any loss. Every effort is to be made by the Hirer to make the activities self-sustainable.

This policy provision would not be written in to the Hall Booking Form and Hire Charges but would be dealt with on an individual case by the Booking Secretary.

(b) Trust Hires

If the Committee arranges a hire then there would be no charge for the hire of the Hall and the Trust would accept any loss and gain from any profit. The Trust would need to decide whether such event (or stream of events) should proceed based on a submitted business case. Currently there is no policy to cover the Trust's requirements for or assessment of the business case.

(c) Normal User Groups

These would hire the Hall at the standard rate and accept any loss and retain any profit associated with their activities unless they were booked by a Trustee in which case the provisions of (b) above would apply.