

Ashwell Village Hall - Booking and Hiring Policy

Introduction

Ashwell Village Hall has two halls for the use of the local community. The Main Hall is licensed to accommodate 90 people and Hall 1 is licensed to accommodate 40 people.

Purpose of this policy

The purpose of this policy is to set out the policy, procedures, terms and conditions relating to booking and hiring either hall. All Hirers of the halls should familiarise themselves with this policy to avoid problems before, during or after a booking.

How to book

All bookings must be made online at <https://hallbookingonline.com/ashwell/> . To make a regular booking regular Hirers will need to register. All bookings will remain as provisional unless they have been approved by the administrator.

Regular Hirers are advised to book several months in advance to secure their regular slot, and can book more than 12 months in advance, even if nearer the time it may be cancelled (see section below about cancellations). The online system allows regular Hirers to easily make repeat bookings, whilst excluding any dates when the hall will not be required.

Requests to book a slot usually used by another regular Hirer should be made directly to that Hirer wherever possible, in order to confirm their booking and/or make an alternative arrangement. If this is not possible the administrators should be asked to liaise with the regular Hirer and confirm the contact details of the other Hirer.

If a potential Hirer provisionally books a slot that is normally used by a regular Hirer it will not be approved unless it has either been agreed with the regular Hirer that it can be used, or it is within 6 weeks of the date of the event. If a booking has not been made by the regular Hirer within 6 weeks of the date of their regular slot, then it can be booked by another Hirer.

Please note: Priority will be given to bookings that relate to a whole-village event and public performances and regular bookings and ad hoc bookings may not be approved or may be cancelled at any time if the hall is required for these events. These include Ashwell at Home (a

Sunday mid May) and the Ashwell Theatre Club Pantomime (additional rehearsals and performances in January).

All bookings should allow time before the event for setting up and after the event for cleaning and tidying up and checking all facilities have been left in a good condition.

The start time of the booking should be when the Hirer arrives at the building. The end time of the booking should be when the Hirer leaves the building. These times should not be the actual time of the event. The Hirer can be charged for extra time if in the hall for longer than booked.

Bookings that may not be approved

Bookings may not be approved for one of the following reasons:

- It is in a slot usually used by a regular Hirer who has confirmed that they do require the slot at least 6 weeks before the event
- It is likely to be needed for a whole-village event (or preparations for that event)
- The reason for the booking that is given on the booking form would not be appropriate for the hall or would impact negatively on other Hirers of the hall
- The Hirer has previously failed to comply with the terms and conditions of the booking policy
- The administrators or trustees have reason to believe that the Hirer would fail to comply with the terms and conditions of the booking policy

Prices for occasional bookings

MAIN HALL Licensed for 90 people	£25 per hour
UPPER HALL Licensed for 40 people	£20 per hour
COMPULSORY CLEANING CHARGE Basic check & quick clean/tidy only	£27
COMPULSORY RETURNABLE DEPOSIT Will be used to cover damage or additional cleaning	£200

The deposit will be returned after the cleaner has been in and confirmed that the hall was left in an acceptable condition. The Hirer will need to provide their bank details on the booking form or sent to ashwellvillagehall.sg7@gmail.com for the deposit to be returned.

If the hall has not been left in an acceptable condition the costs of additional cleaning, repairs or replacement of items will be deducted from the deposit (see section below about issues with the cleanliness of the hall).

Payment must be made at least one week before the event. The Hirer will be sent an invoice with all the payment details. Payment must be made by bank transfer.

Prices for regular/repeat bookings

Regular registered Hirers with regular bookings (at least one booking per month) pay a discounted rate.

	Standard rate	Discounted rate
MAIN HALL Licensed for 90 people	£9.52 per hour	£7.07 per hour
UPPER HALL Licensed for 40 people	£7.61 per hour	£6.70 per year

Discounted rate: If the total use of either or both halls by the same Hirer (or relates to the same organisation and is invoiced as one organisation) exceeds 22.5 hours in a month then the discounted rate will be applied.

New regular Hirers of the hall, will be invoiced and be required to pay for the first month in advance. After the first month regular Hirers will be invoiced monthly in arrears.

Payment must be made by bank transfer and should be made before the end of the month of the date of the invoice.

Although there is not a separate charge for cleaning for regular bookings, regular Hirers can be charged for any additional cleaning, repairs or replacement of items (see section below regarding issues with the cleanliness of the hall).

Cancellations

If a booking is no longer required Hirers should cancel as soon as possible to free up the slot to other potential Hirers.

Regular Hirers can cancel a booking up to the day before the event without being charged. Cancellations should be requested online (you must log into the account that made the booking). If this is not possible you should email ashwellvillagehall.sg7@gmail.com.

Occasional or ad hoc bookings can cancel a booking up to one week before the event.

Other cancellations will be approved with no cancellation fee at the discretion of the hall administrators/trustees.

Preparing for your event

INSURANCE: It is the responsibility of the Hirer to provide Public Liability Insurance for their event and attendees. This includes use of the car park. A copy of the Insurance Certificate shall be sent to the administrators ashwellvillagehall.sg7@gmail.com if requested.

The Trustees and administrators do not accept any liability for any loss or damage to any personal items or use of the car park.

Hirers using Bouncy Castles, Inflatables, Sports Equipment, Disco and Sound Equipment, or any similar equipment, etc must hire them from reputable suppliers and their use must be supervised at all times by the supplier and/or a person properly trained by the supplier. The supplier must have their own Public Liability Insurance.

LICENSING: It is the responsibility of the Hirer to ensure that any necessary licences (e.g. for the sale of alcohol or for music and dancing) have been obtained, and that any caterers used understand the requirements of current Health and Safety Legislation.

ATTENDEES: It is the responsibility of the Hirer to accept all legal responsibility for supervision of the event, understanding that it is a requirement that all private functions shall be limited to a maximum of 90 people (Main Hall) or 40 people (Hall 1) attending, and that admission shall be by invitation only.

Accessing the hall for a booking

Ad hoc/occasional Hirers of the hall will be told to come and collect the key from the keyholder, who lives in Ashwell, at a mutually convenient date/time either on the day or in the week preceding the event.

Hirers will need to let themselves into the hall and set up any furniture that they require. There will be no-one from the Village Hall who can assist with this.

During your booking

USE OF KITCHEN: Whilst the Village Hall volunteers make every effort to ensure the maintenance of food storage, heating and cooking facilities, they do not accept responsibility for breakdowns, power failures or hygiene standards. It is also the responsibility of the Hirer

to read and understand the actions required of them in case of fire, as described in the Fire and Action Plan. The crockery and cutlery may be used by Hirers and should be put away clean after use. Deep fat fryers may not be used. The cooker should be turned off at the wall switch after use. Hirers should use the large undercounter fridge and not the Preschool fridge.

HEATING: Controls are behind the boiler room door, off the kitchen. To obtain heat for the Hall you are using press the 'Boost' button. This allows the Hirer to turn it on for 1 or 2 hours.

Heating for the Toilets is set to automatic and timed. It can be turned on using the controller on the wall opposite the Main Hall and Hall1 booster switches. Turn it off again after use.

The room thermostats can be adjusted to maintain the temperature, return to the original setting if you adjust it: - Main Hall 21C, Hall1 16C, Toilets 17C. The radiators have thermostatic radiator valves, these should be set to the black line and not be adjusted, they do not turn the heating on.

HOT WATER: The hot water immersion heaters are separately controlled and maintain a full tank of hot water available for use. Turn the controls back to automatic, if you put them on manual should additional hot water be required.

SMOKING: This hall has a no smoking and no vaping policy. The Hirer shall ensure that anyone wishing to smoke or vape does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire or health hazard. Under no circumstances should they be thrown into our neighbours' properties or dropped in garden area.

OUTSIDE AREA: Hirers are welcome to use the small garden area near the main hall, but the outside play equipment belongs to Ashwell Pre-school and must not be used by any children at your event. The Hall or Preschool do not insure use of the play equipment by Hirers.

STAGE CURTAINS: The stage curtains belong to Ashwell Theatre Group and are locked. If Hirers wish to use them or have them drawn across, please contact Diane Jacoutot (ashwelltheatre@gmail.com attention Diane) Tel. 01462 743838)

NOISE: The Village Hall is in a residential area so all Hirers should be considerate of neighbours before, during and after the event.

How the hall should be left after your event

Prior to leaving the hall, please ensure that:

- The hall is vacuumed and the floor cleaned of any spillages with a damp cloth (Cleaning materials in the boiler room off the main kitchen downstairs. Please do not use the brush on the main hall floor)
- Kitchen worktops and sinks are wiped down. The floor is mopped if required.
- The main hall corridor is checked and either mopped or vacuumed if required
- The main entrance corridor is checked and either mopped or vacuumed if required
- Take your litter home
- Toilets are clean - mopped if required
- Downstairs windows are locked
- External and internal fire doors are closed
- Lights are turned off, including the toilet lobby. Note it is not necessary to turn off the lights in the toilets
- Tables are stacked as shown in the picture on the wall
- The external hall door is double locked, and the outside lights turned off (square green switch next to door)
- The key should be returned to the keyholder straight after the event

Hirers should report any issues and items requiring maintenance, promptly to the Administrator.

Issues with the cleanliness on arrival/following a booking

If anywhere in the hall is left in a dirty state by a Hirer, whoever it is that arrives to find the mess (e.g. another Hirer, the cleaner), should take photos as soon as they arrive so that it should be obvious who left the mess.

Regular Hirers

1. The first time this happens a standard letter will be issued to the Hirer reminding them of their cleaning obligations and informing them that next time they will have to pay a fine of £25
2. Second and subsequent times the fine is applied for each time and added to their monthly invoice
3. Repeated reports of the hall being left in an unacceptable state may result in the hirer being banned from using the hall.

Ad hoc Hirers

A fine of £25 or the total cost of the additional cleaning of the hall or repairs will be deducted from the £200 from the deposit refunded to the Hirer.

Contact

If Hirers have any questions, or wish to visit the hall before making a booking, please contact ashwellvillagehall.sg7@gmail.com

However, please note that all administration relating to the village hall is done by volunteers so you may not get an immediate response.

For queries during an event please ring the phone number that you will be provided with prior to your event.

Last review: January 2025