



RAWCLIFFE VILLAGE HALL

Rawcliffe Village Hall Booking Policy and Procedure

Introduction

Rawcliffe Village Hall Management Committee wish to ensure that Rawcliffe Village Hall is utilised for the benefit of The Parish of Rawcliffe & Rawcliffe Bridge Residents and User Groups and to minimise disruption to the community. This policy is implemented to ensure the effective hiring of the Hall to both regular user groups and private hirers and to provide safeguards to users and the local community. All persons hiring or using Rawcliffe Village Hall or taking part in activities are expected to comply with the standards which are set out in this policy document.

Bookings

Bookings are available for the inhabitants of the The Parish of Rawcliffe & Rawcliffe Bridge and the wider community; the hirer will be over 18 years of age. Bookings for all groups will be at the discretion of the Rawcliffe Village Hall Management Committee taking into consideration the interest and potential benefit of the local community. The Rawcliffe Village Hall booking diary is retained and managed by the Secretary and enquiries and availability can be checked by contacting the Secretary. Contact details are displayed on the notice board and the main doors of the Village Hall.

The Secretary shall:

- On receipt of an enquiry contact the enquirer and discuss the proposed booking (and suitability of the event for the hall).
- Advise the enquirer of the Hall availability and fees.
- On receipt of a confirmed booking, enter the details in the bookings diary and complete a Booking Agreement Form (appendix 1) or via the Hall's online booking portal.
- Provide the Hirer with a copy of the Booking Agreement Form and the Hire Agreement (appendix 2).
- Ensure that prior to the event that the Booking Agreement Form is signed by the Hirer and returned to the Secretary and retained in a central file.
- Make any necessary access arrangements to the Hall.
- Collect all fees from the Hirer.

Fees

All charges and fees are reviewed annually by the Rawcliffe Village Hall Management Committee at the Annual General Meeting.

Room 1	£7.00 per hour
Room 2	£7.00 per hour
Room 3 (inc. kitchenette)	£7.00 per hour
Main Hall	£10.00 per hour
Main Hall (inc. kitchen)	£14.00 per hour (additional charges apply for add facilities)
Main Hall (inc. cooking)	£16.00 per hour

For all bookings payment should be made a minimum of one week in advance of booking; until full payment has been received, the booking is not confirmed and the hall will not be opened.

Access

The Secretary shall agree access arrangements with the Hirer and Caretaker/relevant Key Holder.

The Village Hall Committee is not obliged to give anyone access to the premises unless access is required as part of their role or for regular hire of the premises.

Regular User Groups

- A limited number of keys will be issued to designated key holders and a register of key holders held by the Secretary of Rawcliffe Village Hall.
- All persons designated as an official key holder are expected to comply with the standards set out in the Key Holder Policy.
- Keys will only be issued at the discretion of the Rawcliffe Village Hall Committee. Any new applications to become a designated key holder for Rawcliffe Village Hall should be put forward to the committee for consideration at a full committee meeting.
- When a regular booking ceases the Secretary will recover the key from the Hirer.

One-off Hire

The Secretary will make arrangements with the Hirer and Caretaker/relevant Key Holder to open and close the Village Hall at the designated times.

Standards for the hire and use of Rawcliffe Village Hall

Rawcliffe Village Hall Management Committee would like all users to embrace and enjoy the facilities and activities of the Village Hall.

To achieve this, every user is expected to adhere to the following standards:

- Exercise a duty of care for the health, safety and welfare of all persons using Rawcliffe Village Hall. Maximum capacity of the main hall varies dependant on whether guests are seated or none seated.
- Ensure compliancy with all Rawcliffe Village Hall policies and procedures.
- Ensure all children and young people under the age of 18 are supervised and safeguarded at all times by an appropriate adult as per the Hire Agreement.
- Treat everyone with respect and in accordance with their needs, embracing individual differences.
- Conclude all activities by 12.00am (midnight) and leave the premises within 30 mins after that time. Any extension to this time must be discussed and agreed with the Rawcliffe Village Hall Management Committee prior to the event and only be made in exceptional circumstances.
- **DO NOT CAUSE DISORDER OR EXCESSIVE NOISE**, to the potential detriment of local residents or other users.
- Park vehicles in a considered manner as not to cause obstruction or danger.

- Leave all facilities clean, tidy and immediately report any damage or identified hazards to the Secretary.
- Ensure the building is left safe and secure.

Complaints

Any complaints should be made in writing for consideration to Rawcliffe Village Hall Management Committee via the Secretary (as per the Complaints Policy).

Policy Date: October 2022

Policy Review Date: October 2023



RAWCLIFFE VILLAGE HALL

(Appendix 1)

Booking Agreement Form

This agreement is made on the date hereof between Rawcliffe Village Hall which is a registered charity and the Hirer whereby in consideration of the Hirer paying the Hiring Fee specified below.

Rawcliffe Village Hall agrees to permit the Hirer to use the Hall on the dates and times and for the purpose specified subject to the terms of the Hire Agreement.

Name of Hirer	
Organisation	
Address	
E-mail	
Telephone Number	
Date(s) of Hire	
Time of Hire (inc. set-up and tidy)	
Purpose of Hire	
Total Hiring Fee	
Date Hiring Fee Paid	

The Hirer confirms that a copy of the Rawcliffe Village Hall Hire Agreement has been provided to them and that they agree to the terms included therein.

Signed by Hirer



Name		Date	
Signed on behalf of Village Hall		Date	

RAWCLIFFE VILLAGE HALL

(Appendix 2)

Hire Agreement

Hirers Responsibilities

For the purposes of these conditions, the term Hirer shall mean an individual or hirer, or where the Hirer is an organisation or group, the authorised representative. The Hirer will be over 18 years of age.

Supervision

The Hirer is considered to be the Event Manager and will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking and young persons under 18 years of age.

Use of Premises

- The Hirer shall not use the premises for any purpose other than that advised at the time of booking.
- Standard operating hours are 07.00 to 00.00, although all music must cease at 23.30
- The capacity must not be exceeded that agreed with the secretary at the time of booking which is in line with advice and guidance from the Management Committee. The Management Committee hold the final decision as to the maximum capacity for each event.
- The sale of alcohol is not permitted unless a Temporary Event Notice has been obtained from East Riding of Yorkshire Council. Alcohol is permitted for private events where NOT sold.
- They shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.
- The Hirer will be responsible for obtaining any licences that are needed and for the observance of the same.
- The premises will not be used for any form of an adult entertainment of a sexual nature.
- No smoking is allowed anywhere in Rawcliffe Village Hall.

- Doors and windows will be managed during events to help prevent noise escaping from the building and causing disturbance to immediate neighbours.
- The Hirer is requested to ensure that all users leave quietly and have consideration for local residents.

Indemnity

The Hirer shall reimburse Rawcliffe Village Hall for the cost of any damage done to any part of the property, including the curtilage thereof, or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

Insurance

The Hirer will be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises. Rawcliffe Village Hall is insured against any claims arising out of its own negligence.

Children Act – Safeguarding Children

- The Hirer shall ensure that any activities for children comply with the relevant legislations and that only fit and proper persons have access to the children.
- With the exception of private parties, where events are organised for children, the Hirer will have a valid certificate from the Disclosure and Baring Service and the Hirer takes full responsibility for any other persons they engage to look after children.
- There shall be a minimum of two competent persons over 18 years of age to supervise all children's events; children are not allowed in the Hall unoccupied.
- Where children (under the age of 16 years old) attend public events at Rawcliffe Village Hall they must be accompanied by a parent or appropriate adult who will maintain responsibility for them.
- Hirers should be aware that alcohol should not be consumed by those under the age of 18.
- Hirers should also be aware that no children may be admitted to films when they are below the age classification for the film or show.
- No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
- Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. The NSPCC recommends:
 - 0 – 2 years: 1 adult to 3 children
 - 2 – 3 years: 1 adult to 4 children
 - 4 – 8 years: 1 adult to 6 children
 - 9 -12 years: 1 adult to 8 children
 - 13 – 18 years: 1 adult to 10 children

Health & Hygiene

- The Hirer shall, if preparing, serving or selling food, ensure all relevant food, health & hygiene legislation and regulations are adhered to.
- The Hirer shall familiarise themselves with the location of the First Aid Kit.

Fire Safety

- Under the Fire Safety Order 2006, hirers of premises such as Village Halls etc. bear the responsibility for fire safety for the duration of the hire. As Hirer of Rawcliffe Village Hall and organiser of your event this responsibility will fall to you.
- The building has been risk assessed under the Fire Safety Order, so in essence the extent of your responsibilities can be summarised as follows. The Hirer must:
 - Be familiar with the layout of the building and escape routes as indicated by the green 'running man' signs and ensure that these routes are kept free from obstruction.
 - Be familiar with the contents of any Fire Action Notices located within the building.
 - Ensure that any electrical equipment used in connection with your hiring has been suitably tested by a competent person and is safe.
 - Not use unauthorised heating appliances or highly flammable substances.
 - Ensure that the Fire Brigade is called to all fires, no matter how small and that the Secretary is informed.

Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall.

Payment & Cancellation

- If the Hirer wishes to cancel the booking before the date of the event, the question of the payment of the hiring fee shall be at the discretion of the Rawcliffe Village Hall Management Committee.
- Rawcliffe Village Hall Management Committee reserves the right to refuse or cancel a booking at any time without notice, prior to or during the booking of an event.
- The Hirer shall be entitled upon such notice to reimbursement of such monies as have been paid by the Hirer at the discretion of Rawcliffe Village Hall Management Committee.