

Oake Village Hall

Hall Hiring Procedures

The committee to review annually (at AGM)

Hiring rates

Hiring agreement/Hiring policy

The use and available time at the hall and steps that may need to be taken

Booking Secretary

An allowance agreed by the committee to be paid towards the cost of telephone calls, stationery etc This amount to be kept under review

The booking secretary will liaise with the cleaner re suitable times for cleaning

The booking secretary will invoice hirers and liaise with the Treasurer re payment as appropriate

All hall hirers must sign a hiring agreement to be returned to the booking secretary before the start of the hire period

All hirers must book the full time required including setting up clearing away, to be agreed by the booking secretary

Regular Bookings

All regular hirers to sign a hiring agreement as agreed by the booking secretary along with dates for the coming year

Keys

Hirers will be issued with timed computer keys. Occasional hirers to return keys as agreed.

Under 21s

No booking will be accepted from a person under 21years

The signatory to the hiring agreement for this category must be present throughout the period of hire with additional supervision where appropriate.

Sale of Alcohol

Where this is to take place at an event the hirer must advise the booking secretary to ensure that the correct regulations are adhered to. If the activity is not covered by the Premises Licence held by the committee, they will require a TENS

Discounts

These are given at the discretion of the committee.

Charges may be waived at the discretion of the committee for consultations/public meetings

Commercial bookings

Payment must be made in advance at the agreed commercial rate

Fuller details are available on our website oakehall.org.uk (conditions of hire/booking)

21.3.15