

## CORFE VILLAGE HALL

### HALL HIRE POLICY

#### 1. GENERAL

- i. Corfe Village Hall Management Committee is governed by the Scheme dated 12<sup>th</sup> January 1989. The aims and objectives of the said governing document are to provide a village hall for the use of the inhabitants of the Parish of Corfe and the neighbourhood (hereafter called “the area of benefit”) for the use of village hall societies, meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.
- ii. All hire is subject to the conditions of hire set by the Corfe Village Hall Management Committee. A set of Terms and Conditions of Hire will be given upon confirmation of each booking.
- iii. The Village Hall is a community facility and as such, the Management Committee is obliged to ensure that users of the hall do not allow anything to take place that might damage the building or facilities, bring the village hall’s reputation into disrepute or annoy or offend local residents. **Therefore, if the Management Committee believes that a booking would not be in the interests of the hall it will decline such a request for a booking.**
- iv. No potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation, or geographical location except as guided by the requirements of the Trust Deed and reflected in this Hire Policy. **In this regard Corfe residents wishing to use the hall for non-commercial purposes will have precedence over outside groups or commercial hirers.**
- v. Hirers must be aged 21 years or over. Where an organisation or group makes a booking, one person must be named as the responsible hirer.
- vi. No request for hire shall displace an existing booking, without the agreement of the party affected, with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national elections.
- vii. The Village Hall is available for hire for any lawful purpose.
- viii. No dogs, other than Assistance Dogs, are permitted in the hall.

## **2. SAFEGUARDING**

- i. In line with our Safeguarding policy, the hall committee will ensure that all regular hirers of the hall have signed the Terms & Conditions, of which it stipulates that all regular hirers who wish to use the hall for activities which include children and potential adults at risk, other than for hire for private parties arranged for invited friends and family, are required to either:
  - a. confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding OR;
  - b. produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so for themselves or their staff.
- ii. Where appropriate, the Booking Manager will check that DBS certificate(s) are held by individuals or groups where children or vulnerable adults respectively will be involved.

## **3. HIRE CHARGES AND INVOICING**

- i. Charges
  - a. Non-Regular Bookings are £50 for the first two hours and £15 per hour thereafter.
  - b. Regular Bookings (Local Clubs & Corfe Societies) are £20 for the first two hours.
- ii. Corfe parishioners get a 20% discount
- iii. 30 minutes each side of the booking is free of charge to allow for set up and clean up.
- iv. The charge for a full day will be £125, again with the 20% discount for Corfe residents.
- v. Bank Holidays will be double rate for non-regular bookings.
- vi. Charity events (quizzes, coffee mornings, etc) to be charged a flat £20, or waived by agreement of the Committee.
- vii. No charge for village wide events like the coronation, or for Parish Council or Church meetings.
- viii. Hiring for business and commercial purposes, whole day bookings and special occasions such as weddings will have individual charges.
- ix. For potential new regular hirers an introductory rate may be agreed for the first three (3) months to determine feasibility.

**4. INVOICING AND PAYMENT**

The Village Hall Treasurer will send the hirer the invoice at the end of each month following the booking. Payment terms are 14 days.

**5. CANCELLATION**

- i. We reserve the right to issue the invoice if the Hirer wishes to cancel the booking before the date of the event and we are unable to arrange a replacement booking
- ii. We reserve the right to cancel the booking by giving you notice in the event of:
  - a. the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or referendum;
  - b. our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
  - c. the premises becoming unfit for your intended use;
  - d. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
  - e. In any such case we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

This policy is to be reviewed annually.

Policy Owner: Keith Gosling

Date adopted by the Management Committee: 31 March 2025

**Version History**

| Version | Author     | Date     | Comment  |
|---------|------------|----------|--|
| d 0.1   | E. Bowers  | 15/02/25 | Draft  |
| d 0.2   | E. Bowers  | 20/03/25 | Amended safeguarding clause                          |
| 1.0     | K. Gosling | 31/03/25 | Agreed version VHMC 31/3/25                          |
| 1.1     | K. Gosling | 12/02/26 | Added 3ix Introductory rate. Approved CVHMC 12/02/26 |