



## **PANT MEMORIAL HALL – HIRING POLICY**

### **1) Introduction**

This policy details the rates, rules and conditions for hiring Pant Memorial Hall. It has been agreed by the management committee and provides guidance for the booking secretary.

**Hirers are reminded that the booking secretary is an unpaid volunteer, as are all of the committee. Please be patient!** The committee will make deputising arrangements when a member is on holiday or otherwise unavailable.

### **2) How to book the hall**

The only person who can accept a booking is the booking secretary, who holds the diary. This avoids double bookings. The booking secretary also has discretion to accept or refuse any booking, except for use as a polling station. *During covid 19 regulations, the events that may be held in the hall will be further limited.*

The booking secretary can be contacted as follows:

- via the booking mobile, leaving a message if needed.
- Via the dedicated email address [bookings@pantmemorialhall.org.uk](mailto:bookings@pantmemorialhall.org.uk)
- Via the hall facebook page; a message will be passed on as soon as possible.

A booking is only fully confirmed once the hiring agreement is signed, any associated documents provided and any advance payment taken. Keys will only be provided at this point.

Bookings will be added to the **online calendar** as soon as possible, to allow others to see availability and to assist with management of the hall. In case of discrepancy the paper diary takes precedence. Note that the times on the online calendar include setup and cleanup; hirers should ensure that everyone is aware of the actual start time.

Private parties will be listed online as 'private booking' unless requested otherwise.

### **3) Hiring Agreements**

All hirers **MUST** sign a completed booking form. This document is essential for insurance purposes, the protection of the hall and the understanding of all parties concerned. No keys will be issued without a signed booking form.

The hiring agreement is split up as follows to minimise paper:

- 1) Booking form (sections 1-4): contains the hirer and event details, plus signatures.

- 2) Terms and conditions: sections 5.1 to 6.25. *During covid 19 regulations, special conditions (SC1 onwards) also apply.*
- 3) 'Important information for hirers' – a one page summary of useful information, covering health and safety. *During covid 19 regulations, a second one-page document is added.*

Signing the booking form commits the hirer to adhering to all the above documents. All are available on the website, or as paper copies on request.

The hiring form asks if a hirer is a commercial organisation with their own insurance. This is because our insurers ask us to track such bookings.

As the hall is run by a charity, commercial hirers also accept that their bookings can be cancelled should the hall be needed for its charitable purposes. Every effort will be made to avoid this situation.

Should the hall be required as a polling station, all other bookings will be cancelled for that day.

## 2) Rates for hire

- **General rate:** The rate for hiring the hall to 31<sup>st</sup> March 2022 is £10 per hour. This covers exclusive use of the whole hall. There are currently no reduced rates for using only part of it. *Covid 19 regulations may mean that the kitchen is unavailable for use.*
- **Discounts for regular use:** Those booking the hall more than 10 times in a year will receive a 10% discount from the 11<sup>th</sup> booking. The discount increases to 20% from the 21<sup>st</sup> booking. These discounts apply to new hirers from 30<sup>th</sup> November 2018. Discount arrangements made before this date are unaffected.
- **Set up and clear away:** Each hire also includes 30 minutes before start time for setting up, and 30 minutes after for clearing away, cleaning and vacating the hall. Example: hire from 3 pm to 4pm allows access from 2:30 pm, and the hall must be empty by 4:30pm. *These times may change under covid 19 regulations.*
- **Minimum hire period:** 1 chargeable hour per booking. 15 minute increments after that.
- **Children's parties:** The rate for a children's party is £20 for those living in and around Pant. This covers a two hour party plus set up and clear away time. Extra time is charged at £10 per hour.
- **What is included:** Unless otherwise stated, all rates are fully inclusive of heating (push button timer system) lighting and water. Hirers are asked not to waste resources – each push of the main hall heating button uses 18kwh of electricity. (£2.50 at current prices)
- **What is not included:** hirers need to bring a bag to take away rubbish – there is no collection from the hall. Those using the kitchen should also bring teatowels.
- **Extra charges:** hirers using a bouncy castle will be charged an additional £2 per booking. Hirers using the countertop oven will be charged an additional £5 per booking. £10 deposit for the champagne glasses, breakages charged at £2.50 per glass.
- **Rate review:** Rates will be reviewed early in each calendar year, and if changed the new rates will apply from 31<sup>st</sup> March. Hence all the commercial hiring agreements will also expire on 31<sup>st</sup> March each year.
- **Additional cleaning costs:** as detailed in the terms and conditions, additional cleaning costs will be charged if the hall is not left clean and tidy after use. We provide cleaning equipment and

materials. Hirers are asked to sweep all areas used before departure, and to check all toilet cubicles to ensure that they have been left as they would wish to find them.

- **Sharp objects:** any such items at full responsibility of hirer and must be removed after the booking. Hirers using dressmaking pins or similar must ensure a thorough sweep of all floors. No drawing pins to be used anywhere in the hall – push pins to be used if needed

### **3) Maximum occupancy**

The hall occupancy limit is 100 people at any one time. This limit is defined by the size of the hall and the number of exits, and is for safety reasons. Each hirer is responsible for ensuring that this limit is not exceeded. *During covid 19 regulations, the limit may be reduced as per the booking conditions.*

### **4) Minimum age for hirers**

All hirers must be aged 18 or over. Proof of age will be requested if there is doubt. The attention of hirers is drawn to their liability for any damage.

### **5) Availability Times**

The hall is available from 7:30 am onwards, every day of the year.

There are residential properties very close to the hall. All music must be switched off by 11:00 pm (this is a legal condition), and the premises (including the car park) must be vacated and locked by midnight. Hirers must minimise noise outside the building. *During covid 19 regulations, the building may need to close earlier.*

**Late events:** Hirers wishing to continue beyond 11pm (e.g for New Year's Eve) must obtain a temporary event notice from Shropshire council. Before doing this, permission must be obtained from the booking secretary, as there is a limit on the number of licences allowed per year.

### **6) Time between hires**

If there is more than one hire on the same day from different users, the minimum time between hires shall be one hour unless both hirers agree otherwise. *During covid-19 regulations, this time may increase.*

### **7) Children's parties and events**

Bookings are accepted for parties up to and including the age of 12. A suitable number of adults must remain on the premises throughout the event. Children are not allowed in the kitchen, bar or storerooms and must be **actively** supervised at all times. Hirers are reminded that the hall is adjacent to a main road.

We cannot accept bookings for sleepover events for fire safety and insurance reasons. Regrettably we also do not accept bookings for parties for ages 13-18. A deposit of £50 will be requested for all parties for over 18s.

### **8) Bouncy Castles**

These can be used only inside the hall – they cannot be set up on the car park. The hall ceiling height is 2.8 metres, and all castles used must have a 'roof' to prevent access to the ceiling. In practice castles suitable for those aged 6 and under will fit into the hall.

An additional charge of £2 will be made for each such booking to cover the additional electricity used. The hirer will be asked to provide a copy of the public liability cover from the castle supplier, plus confirmation that the electrical equipment has been safety tested. Access: the hall front door is 1.4 metres wide when both sides are open.

### **9) Keys**

No keys will be issued until a signed copy of the booking conditions and hire agreement has been provided, and appropriate payment made in accordance with the agreement. Hirers must ensure that keys are returned as soon as possible after the event (and certainly within one week) at a time convenient to the booking secretary.

Regular hirers will be issued with keys to retain for the duration of their agreement. These keys must not be passed on to anyone else without the consent of the booking secretary.

If keys are lost or not returned on request, hirers may be charged for the replacement of the lock and all keys. This costs in the region of £250.

### **10) Booking priority**

All bookings are taken on a first come/first served basis, with two exceptions:

- a) use of the building as a polling station.
- b) As the hall is a charitable trust, commercial bookings may be cancelled in the event of the hall being required at the same time to fulfil its charitable purposes. (Every effort will be made to avoid this)

If these situations occur, any existing bookings will be cancelled and a full refund provided. At least 7 days notice will be given.

Bookings for the following calendar year can be taken from October 15th. Before this date NO booking can be guaranteed for the next year. Regular users will be given first choice of dates, in descending order of frequency of use of the hall.

### **11) Payment Policy**

**Regular hirers:** terms to be agreed when the agreement is signed. For new regular hirers, payment in advance is requested for the first month. After that payment monthly in arrears is acceptable if made by bank transfer. The treasurer will invoice all regular hirers early in the month, and prompt payment is requested. Late payment may result in cancellation of the agreement and future bookings.

**One off hirers:** payment in advance of the booking, when collecting the key.

Payment is preferred by bank transfer if possible. Failing that, we can accept a cheque, payable to Pant Memorial Institute, or cash. A receipt will be provided if cash is used. Any deposits will be taken either as a bank transfer or a cheque, and will be returned as soon as possible subject to the hall being left in a satisfactory condition. The booking secretary has discretion on this.

### **12) Cancellation policy**

As the hall is a charity, the commercial hiring agreement also includes the option to cancel a booking should the hall be required on the same date for its charitable purposes. Every effort will be made to

avoid this occurrence. The hall is also used as a polling station. All bookings may be cancelled for that day should the hall be required.

Cancellation by users: please refer to item 22 in our booking conditions. Due to the heavy demand for the hall, hirers are requested to help each other by giving as much notice as possible for cancellations. We reserve the right to charge for cancellations at less than 24 hours notice. *During covid 19, cancellation charges will be waived as long as notification is received before the event start time.*

**13) Hiring of equipment**

Chairs and tables can be hired for external use at a suggested donation of £10 per table and £1 per chair. Hall bookings take priority. No separate car park hire.

**14) Alcohol and music**

The hall has no alcohol licence. Hirers wishing to serve or sell alcohol must obtain a temporary events notice from Shropshire Council. Please note that there is an annual limit of 15 temporary events notices for the hall. Given the residential properties close to the hall, the committee reserves the right to refuse permission for an extension.

The procedure is:

- Hirer requests permission in writing to apply for a TEN from the hall (to avoid breaching the limit).
- On receipt, hirer applies for TEN.
- The TEN is provided to the booking secretary in good time before the event. The hire cannot be confirmed until the TEN is provided.

Live music performances or playing recorded music are allowed under general hires (government guidance as of 6 April 2017) as long as all music stops by 11pm. Hirers must have consent from those responsible for the hall – this is covered by signing the hire agreement.

**VERSION HISTORY**

| Issue | Date                           | Notes   |
|-------|--------------------------------|---|
| 1.0   | 1 <sup>st</sup> November 2017  | First formal version, compiled and reviewed by committee.   |
| 2.0   | 12 <sup>th</sup> November 2018 | Added discount arrangements, oven charge, children’s party standard for locals – actions from meeting 18/10/2018                  |
| 2.1   | 18 December 2018               | Added cancellation charge information in accordance with booking conditions. Added information on booking for next calendar year. |
| 2.2   | 12 March 2019                  | Change to furniture hire costs; suggested donation now £10/£1 – action from meeting 28/2/2019. Cleaning reminders added.          |
| 2.3   | 4 <sup>th</sup> November 2019  | Min hire period 1 hour, 15 min blocks after that. Sharp objects policy added. Champagne glass deposit added.                      |
| 2.4   | 8 <sup>th</sup> December 2019  | £50 deposit added for ALL adult parties (optional from 16/5/2019 committee meeting, now mandatory following problems)             |
| 2.5   | 3 <sup>rd</sup> April 2021     | New version adding covid regulations where applicable. Updated for new booking form. Start time changed to 0730.                  |