



## **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.

We request a minimum of 5 working days notice for all one-off events.

### **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.

The booking secretary can be contacted as follows:

- via call to the booking mobile, leaving a message if needed.
- Via text or whatsapp to the booking mobile number
- 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 reserved on receipt of a signed and completed hiring form. Booking is only fully confirmed once any associated documents are 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 events 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.

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
- 3) 'Important information for hirers' – a one page summary of useful information, covering health and safety.

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.

Attention is drawn to the 'hirer present' requirement; a signatory of the booking form MUST be present throughout the event. We accept more than one signatory if needed.

#### **4) Commercial Hirers – Additional Requirements**

Hirers charging attendees must confirm their 'professional' status on the hiring form, as our insurers need us to keep track. In addition commercial hirers must supply the following:

- copy of public liability insurance
- copy of any relevant professional qualification, plus first aid certificate for fitness instructors
- copy of safeguarding policy, for anyone working with children or vulnerable adults

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.

#### **5) Rates, inclusions and additional charges**

- **General rate:** The rate for hiring the hall to 31<sup>st</sup> March 2024 is £12.50 per hour. This covers exclusive use of the whole hall. There are no reduced rates for using only part of it.
- **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.
- **Deposit:** £50 for ALL one-off events. This will be returned as long as the hall is left in the condition in which it was found – booking secretary decision with discretion for building faults (NOT damage or lack of cleaning)
- **Minimum hire period:** 1 chargeable hour per booking. 15 minute increments after that.
- **Children's parties:** charged at the same rate as all other events.
- **Funeral events:** booking secretary discretion to allow a non-chargeable gap in the hire while the funeral itself takes place.
- **What is included:** All rates are fully inclusive of heating, furniture, kitchen equipment, lighting and water.
- **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 tea-towels.
- **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, to ensure that ALL rubbish is removed 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.

## 6) 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.

## 7) 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.

## 8) 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.

**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.

## 9) Time between events

If there is more than one hire on the same day from different users, one hirer may arrive to set up at the time that the previous hirer leaves after clearing away. Hirers must respect each other's times and not enter before their agreed access time. Hirers may liaise regarding furniture (e.g. to save one person putting away things that the next person puts out again immediately)

## 10) Children's parties and larger events

Bookings are accepted for children's 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. Hirers will be asked to complete a 'large event questionnaire' at booking secretary discretion. As a result of this the booking secretary may need to consult the committee regarding accepting certain events.

## **11) Bouncy castles and other equipment**

Bouncy castles can be used only inside the hall – they cannot be set up on the car park as the surface is not suitable.

The hall ceiling is a lightweight 'grid' and it is essential that it is not touched either by bouncy castles or users of the castle. *Jumping to reach the ceiling can result in damage to ceiling tiles or lighting panels, plus possible injury if items fall. Hirers will be held responsible for all resulting costs.* Ceiling height is 2.8 metres. Conditions for use of a bouncy castle:

- Maximum height 8 feet/2.4 metres (to ensure clearance)
- castle to be used ONLY by children aged 6 or under, to ensure that they cannot reach the ceiling. Hirers are responsible for close supervision to ensure this.
- castle MUST be provided by an official supplier, as the hall insurance excludes cover. Castles owned by private individuals must not be brought to the hall.
- Castle must be set up at the south end of the hall (nearest the entrance hall, away from the spotlights), and positioned clear of walls.
- Hirer must provide a copy of the public liability certificate and electrical safety certificate from the supplier.
- An additional charge of £2 per booking will be made for the extra electricity used.

The hall is not suitable for other inflatables or ball games. This is to prevent damage. Hirers are also asked to protect our flooring by not permitting sliding or spiked shoes.

## **12) Keys**

Access to the hall is via one front door key. This will be issued only when 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 the key is returned immediately after the event. This can generally be accomplished via the keysafe – if this is not suitable the booking secretary will make arrangements for return.

Regular hirers will be issued with a key 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.

## **13) 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.

#### **14) Payment Policy**

**Regular hirers:** 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, before the key is issued.

Payment is preferred by bank transfer if at all 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.

#### **15) Cancellation policy**

Cancellation by the hall: 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.

#### **16) Equipment hire**

Chairs (brown ones only) 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.

#### **17) Alcohol and music**

The hall has no **alcohol** licence. Hirers wishing to serve or sell alcohol must obtain a temporary events notice (TEN) 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. Hirers may provide alcohol free of charge to their guests but are reminded of their responsibilities for behaviour, damage and cleaning.

The TEN procedure is:

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

**Music:** the hall holds a PRS/PPL music licence. This covers live and recorded music for non-commercial hirers. Commercial hirers must obtain their own PPL music licence or confirm that their music is exempt (e.g. out of copyright) Music playing must cease at 11pm unless a TEN is obtained.

## 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.
2.6	9 July 2022	£50 deposit now charged for ALL one-off events (decision from 17/2/2022 meeting). 5 working days notice now requested for all one-off events (decision from 26/5/2022 meeting) – booking secretary discretion on this. Additional requirements for commercial hirers added Section numbering corrected plus other minor errors Bouncy castle provision clarified 'free' time updated
2.7	15 March 2023	New hire rates Set up time reduced to 30 mins Note added re funeral events; free time within event allowed at booking secretary discretion Air gap between hirers removed; note added regarding respecting each other's times and furniture liaison Music licencing information updated Reference to heater push button control removed Corrected link to cancellation information in the hiring conditions
2.8	9 November 2023	strengthened/revised bouncy castle terms (as now no 'roof')
2.9	20 March 2024	Reverting to 24 hours notice for cancellations, with the hall reserving the right to charge for later cancellations.