

## Hiring policy

Version history:

Version	Date	Changes	Updated by
Draft	2 <sup>nd</sup> February, 2021	Draft for review by officers	Ange Boott (Chairman)
Version 1.0	20 <sup>th</sup> January, 2022	Initial release	Ange Boott (Chairman)

1. The bookings secretary is responsible for taking the booking, issuing the complete hire form pack, and collecting the hire fee.
2. The hire charges are published on the Aldermaston parish hall website:  
<https://www.aldermastonparishhall.co.uk/>
3. Charges to be reviewed annually after the AGM.
4. Outside bookings and commercial bookings are charged a £200 refundable security deposit. The security deposit will be returned within 14 days providing no damage or loss to the hall and/or contents, no complaints made re noise or disturbance, and the hall is left in a clean and tidy condition as set out in the conditions of hire.
5. Any decision regarding the non-return of some or all of the security deposit will be agreed by the Management Committee.
6. Commercial hirers are required to provide details of current Public Liability/Indemnity Insurance relevant to the purpose for which they are hiring the hall, competency qualifications (as appropriate) and PRS/PPL licences (if applicable). If any electrical equipment is being brought in the hirer will need to produce evidence of compliance with PAT
7. Affiliated groups pay an annual fee of £15 and in return receive a 50% discount on all hire fees.
8. Regular users (affiliated groups and other local groups) are invoiced on a monthly basis and pay against this invoice.
9. No booking can be made by anyone under the age of 18.
10. Parties for under 21's are not accepted
11. Wedding receptions bookings are accepted and the price includes up to 3 visits to the hall prior to the hire date
12. The use of Bouncy Castles, Inflatables or any other similar equipment are allowed in the main hall only subject to our special event guidelines.
13. No fireworks, sparklers or candles to be used inside or outside of the hall.

14. Any large party booking requests (over 50 people) must meet with the two of the trustees and visit the hall to ensure that the hall is suitable for use for their event. The booking is accepted at the discretion of the trustees following this meeting.
15. The key collection is to be arranged with the bookings secretary, and returned to the same at the close of the hire period. This information is sent to the hirer one week prior to the hire date
16. The time booked by a hirer must include sufficient set-up and clean down time.
17. No charge is made for Management Committee initiated public meetings or consultations.