



GREENHEAD

• VILLAGE HALL •

HIRING POLICY

Greenhead Village Hall is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy statement

1. All hiring is subject to standard conditions of hire which form the basis of a Hiring Agreement which must be signed by the hirer at the time of booking. The Hiring Agreement is a formal contract.
2. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place
3. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:12.
4. Hirers are required to pay in full at the time of booking.
5. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and tenable condition following the hiring.
6. The hall is available for sessions defined as morning (8.00am-12.00); afternoon (13.00-17.00); evening (18.00-22.00). Half an hour is allowed before and after each session for setting up and clearing up.
7. The hall may be hired for a shorter period than a session – an hourly rate will apply. (The minimum hiring will be 2 hours)
8. Hirings which extend beyond one session will be charged an hourly rate with a minimum charge of 2 hours per session
9. Charges will be set by the Management Committee and reviewed on 1st January annually. The charges will be based on a standard hourly rate which may be adjusted as agreed by the Management Committee for the following classes of hirer:
 - Regular bookings by voluntary community groups: 20% discount
 - Private Party Bookings by Greenhead residents: 20% discount

- Businesses and public bodies: 50% surcharge
- Rates for year ending 31/032025 are £50 per 4 hours for corporate and public bodies, and £20 per 4 hour session for individuals. Rates are subject to discounts noted above.
- There is a discretionary discount of a further 10% on bookings made and paid for, equal to, or exceeding 1 calendar year.

10. Hirer's attention will be drawn to the Information for Hirers posted on the Notice Board.

11. The contact details of the Bookings Secretary and other keyholders will be posted on the outside of the building.

12. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.

13. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring.