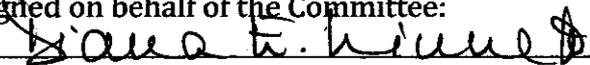


**HUMSHAUGH VILLAGE HALL
HIRING POLICY**

1. **Humshaugh Village Hall (HVH) is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy.**
2. **All hiring is subject to standard conditions of hire which form the basis of the Hiring Agreement and which must be signed by the Hirer at the time of booking. The Hiring Agreement is a formal contract.**
3. **Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place. The Committee reserves the right to refuse a hirer the right to serve alcohol under the Hall Premises Licence and may require a hirer to obtain a Temporary Event Notice for their event. Any hirer using the Hall Premises Licence will be subject to the Hall's Supply of Alcohol Policy, a copy of which can be provided on request.**
4. **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.**
5. **Hirers are required to pay in full within 28 days of receipt of invoice.**
6. **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 tenantable condition following the hiring. If no deposit has been asked for, charges for any additional cleaning required or damage incurred may be added to the hire charge.**
7. **The hall is available for hire on an hourly basis.**
8. **Charges will be set by the Management Committee and reviewed annually. The charges will be based on a standard hourly rate for regular bookings for community groups and private events for village residents and standard commercial rates for businesses and public bodies. When accepting bookings, preference will be given to community events over commercial or private interests. The Management Committee reserves the right to adjust charges on a case by case basis depending on the circumstances, for example charitable status.**
9. **Hirer's attention will be drawn to the Information for Hirers posted on the Notice Board. A copy of this information will be provided for all new hirers.**

10. Commercial hirers of the kitchen will be required to demonstrate the appropriate levels of environmental certification and insurance cover prior to the first use.
11. The contact information for bookings will be posted on the website and internal noticeboards.
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 monthly summary of hirings to the Treasurer together with the fees to be collected for each hiring.
14. The Hirer's personal data will be held in accordance with HVH Data Protection Policy.

Signed on behalf of the Committee:



Chair of Trustees

Date: 14th June 2022