

Hiring Policy

Topcliffe & Asenby 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 that form the basis of a Hiring Agreement that 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 1:8.
4. Hirers are required to pay in full at the time of booking or by prior arrangement with the booking secretary.
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 tenantable 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.
8. Hiring's which extend beyond one session will be charged an hourly rate with a minimum charge of 1 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.
 - Private Party Bookings by Topcliffe & Asenby residents.
 - Businesses and public bodies.
10. Hirer's attention is drawn to the Information for Hirers posted on the Notice Board.
11. The contact details of the Bookings Secretary and other key holders will be posted in the Village Hall and on the Topcliffe and Asenby web site.

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, or alternatively provide a receipt for fees received for hirings.
14. Hires may be asked to email their completed booking form to the booking secretary and treasurer.