

## **Hovingham Village Hall Hiring Policy**

Hovingham Village Hall is available for hire to local organisations, businesses and individual 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 at the time of booking and indicate any licensable activities that will take place.
3. Bookings are not accepted from persons under the age of 21 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 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 tenantable condition following the hiring.
6. The hirers attention will be drawn to the information for Hirers posted in the hall
7. The bookings Secretary will maintain a Booking Calendar and record all bookings including contact details of the hirer.
8. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring.

Updated July 2022