

Hall Booking Policy



General

1. The purpose of this Policy note is to give clarity and guidance to the Hall management when taking bookings. Also, to give support in the event a potential hirer disputes the issues covered in this note.
2. Both the Large and Small Halls are available for hire, subject to availability and restrictions detailed below.
3. Booking periods are:
 - a. Morning session 08:00 – 13:00 hours
 - b. Afternoon session 13:00 – 18:00 hours
 - c. Evening session 18:00 – 23:00 hours
 - d. Full day All 3 sessions above
4. Hirers must not exceed the period for which they are booked. No discount will be given for partial use of any booking period.
5. Regular bookings are possible for all periods except Friday evenings and all day Saturdays or all day Sunday (except Sunday Club). These periods being reserved for one-off bookings.
6. Bookings must be made with the Hall Manager and will only be considered firm after a fully executed Hire Agreement is in place together with the receipt of any deposits that may be due.
7. Single bookings may be made up to 24 months in advance.
8. The Village Hall Trust reserve the right to refuse to accept bookings that may impact on the viability of local community and charitable fund-raising events.
9. The Village Hall Trust reserve the right to refuse bookings for a particular purpose or from a particular individual, group of individuals, or organisation. Such refusal will not be made where it results in a breach of UK anti-discrimination legislation and where possible, the reason for refusal will be given.

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Hire Fee Categories

10. Bookings are accepted from the following categories of hirer at the hire rate specified for each category. See page 3 for summation of Charge Categories.
11. **Commercial Hire; (non-local organisation)** – where the purpose of the hirer and their associates is to make a profit from the activity carried out during the hiring. This category will also apply where the booking is for a party-political event organised by or for one specific party or political faction. For this category there is no discount for local hirers.
12. **Non-Local Private Hire; (non-local individual)** – where the purpose of the hirer is to hold a social activity for invited participants only (e.g. Wedding Reception, Funeral Wake, Birthday Party), etc. No admission charge may be made for those attending
13. **Local Private Hire; (local individual)** – where the purpose is the same as for 12 above but the hirer is a permanent resident of the Civil Parish of East Dean and Friston (This area includes the hamlets of Birling Gap and Crowlink).
14. **Charitable Hire** – where the purpose of the activity is to raise funds for a recognised charity (registered with the Charities Commission).
15. **Local Clubs and Societies** – where the purpose of the hiring is for both regular and occasional meetings of a local club, society or affinity group. Such groups must have at least a majority of the organisers' resident locally (as defined in 13 above), must have a proper constitution and must be open to any member of the public that wishes to join, subject to the terms of that constitution. To qualify for this category, the hirers must make at least six bookings per year and not be profit making for an individual.
16. **Community Hire** – where the purpose of the hiring is to benefit the local community and for which no admission charge or restriction is made on those attending (although charges may be made for refreshments served). Examples of this include meetings of the Parish Council and Sunday School activities run by the local church. This rate would also apply to election hustings where all political viewpoints are represented and to which all residents are invited
17. **Village Hall Trust fund raising events** – Where the organisation of the event is carried out by, or on behalf of, the Village Hall Trustees who have given prior approval and where 100% of the proceeds raised are donated to the Trust for the purpose of maintaining the Village Hall. This would normally be a zero hire charge.

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18. **Legacy Hire** – where a long-established regular club or community hirer has enjoyed a special rate that is no longer available to new hirers. Such terms may be subject to a transitional phasing out over time.
19. Notwithstanding the above, the chair of the Village Hall Trust shall have the right to vary the rate charged for any specific hiring at his or her absolute discretion. Such variation shall not set any precedent for future bookings, either by the same hirers or by others.
20. **Shared facilities**
21. Kitchen; inevitably, from time to time, two hirers will require use of the Kitchen. If a hirer requires exclusive use of the Kitchen, then they will need to book both Halls. As far as is possible, the Manager will advise the hirer(s) at the time of booking of any potential clash.
22. The same management protocol will apply to other facilities; eg tables, chairs, tablecloths, etc. as described in item 21.

23. Hire Charge Categories as defined above:

Category 1 (*formerly Local Organisations*) shall include:

1. Local Organisations and Local Clubs and Societies
2. Community Hire (50% discount on Cat 1 rate)

Category 2 (*formerly Non-Local Organisations and Local Individuals*) shall include

3. Local Private Hire
4. Non-Local Organisation
5. Commercial Hire
6. Charitable Hire

Category 3 (*formerly Non-Local Individuals*) shall include

7. Non-Local Private Hire