

STOCKLAND VICTORY HALL

HIRE POLICIES AND PROCEDURES

1. Hire Policies

- 1.1 The Trustees of the Charity will make the Stockland Victory Hall premises available for use in accordance with the Stockland Victory Hall Trust Deed dated 9th October 1946. Each Trustee is responsible for authorising the use of the premises and they may appoint one Trustee as Booking Secretary to administer the necessary procedures on their behalf.
- 1.2 The Trustees will use the premises for fundraising and other events on behalf of the Charity and will also make the premises available to individuals and organisations wanting to hire the premises for their own use. The Trustees may also charge rent for parts of the premises where an individual or organisation has exclusive use of those parts of the premises for an extended period.
- 1.3 The Trustees will give delegated authority to the Booking Secretary to administer the hire of the premises and this authority includes enabling the Booking Secretary to negotiate on behalf of the Trustees with potential hirers of the premises.
- 1.4 The Stockland Victory Hall Trustees will, if asked, reimburse expenditure incurred on behalf of the charity by the Booking Secretary, providing: fares are evidenced by tickets; other expenditure is evidenced by original receipts; car mileage is based on local authority scales.
- 1.5 The documentation for the administration of the hire of the premises must be in a form approved by the Trustees. The key documents are the Hire Agreement Form; The Standard Conditions of Hire; The Alcohol Licensing Form; the Hire Charges List and the Standard Invoice form.
- 1.6 The Trustees may enter into separate rental agreements between the charity and individuals or organisations where it is intended they should have exclusive use of part of the premises for an extended period. If the individual or organisation requires the use of parts of the premises other than those for which rent is paid, then the procedures for the hire of the additional parts of the premises will apply.
- 1.7 All hire of the Stockland Victory Hall premises shall be properly authorised and documented. The Hirer of the premises must not be under eighteen years of age.

2. Hire Procedures

Records to be kept

- 2.1 The following records shall be kept up to date by the Bookings Secretary:
 - A booking diary showing all bookings for hire and availability for other users;
 - A file containing all completed hire agreements;
 - A copy of the list of hire charges approved by the Trustees;
 - A regular return to the Honorary Treasurer of all bookings.

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2.2 The following records shall be kept by the Honorary Treasurer:

- A file of regular returns of bookings taken by the Booking Secretary;
- A file containing copies of all invoices issued. This may be a computer file that is backed up after each update session. An index of all invoices issued will be kept and updated with the payment status of each invoice;
- A copy of the list of hire charges approved by the Trustees.

Procedure for the hire of the premises

2.3 All potential users of the premises, including Trustees, will contact the Booking Secretary to check the availability of the premises.

2.4 If the premises are available, the Booking Secretary will make a diary entry and will issue a copy of the Hire Agreement form; a copy of the Standard Conditions of Hire and, if appropriate, a copy of the Alcohol Licensing form. For individuals and organisations other than the Trustees, the cost of the Hire will be calculated in accordance with the list of Hire Charges and the amount of any deposit required will be advised. Trustees who hire the premises for their personal use will be charged the full rates as other hirers.

2.5 The Hirer completes and signs the Hire Agreement and returns the agreement, including the Alcohol Licensing Form if required, to the Booking Secretary together with the full amount of the cost of hire and any deposit required (see further detail below). The Hire Agreement and payment should be with the Booking Secretary at least fourteen days prior to the date the Hire is to commence. The Bookings Secretary will countersign the Hire Agreement on behalf of the Trustees.

2.6 The Booking Secretary will arrange with the Hirer for keys to access the premises. Keys will be available from any of the following:

- A nominated keyholder. The location of the key will be given. The key is to be signed for in the book provided for the purpose when taken and when returned;
- Organisations affiliated to the charity and provided with a key;
- The events key provided by the Booking Secretary to Hirers for Wedding Receptions and returned to the Bookings Secretary at the end of the hire.

2.7 At regular intervals, usually the end of each calendar month, the Booking Secretary will send a return to the Honorary Treasurer setting out the details of dates the premises were hired, the duration of hire and details of the hirers. The full amount of any cash and all cheques received in payment from Hirers will accompany the return.

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- 2.8 The Honorary Treasurer will prepare an invoice detailing each hire as the formal recording of the hire for accounting purposes. A copy of the invoice will be sent to the hirer on request where payment has been made in full and in all cases where an outstanding balance has to be collected by the Treasurer.
- 2.9 Invoices can be raised at any time if required by a hirer to authorise them to make payment. Early invoices are prepared by the Honorary Treasurer on advice from the Booking Secretary. Early invoices can also be provided to facilitate payment by internet banking.

Specific arrangements for regular and frequent Hirers

- 2.10 Where a Hirer makes frequent use of the premises either monthly or regularly throughout the year, subject to a proven record of prompt payment and appropriate use of the premises in accordance with the Standard Conditions of Hire, then the following will apply if agreed by the Honorary Treasurer:
- The Booking Secretary will arrange for the Hire Agreement to apply for a suitable extended period;
 - Individual hire periods will be agreed with the Hirer and entered into the booking diary.
 - The individual hire periods will be detailed in the regular return from the Booking Secretary to the Honorary Treasurer;
 - The Honorary Treasurer will invoice the Hirer and collect the hire charges in arrears.
- 2.11 If the circumstances of this special arrangement change adversely, then the Hirer will be required to comply with the normal Hire Agreement and must pay for all bookings in advance.

Deposits

- 2.12 Before agreeing to accept any booking for hire of the premises, the Booking Secretary may require the payment of a deposit, as follows:
- A non-refundable deposit taken as part-payment for a hire of the premises for a large event, such as a wedding reception. This will usually be one third of the estimated full invoice hire charge.
 - A special deposit taken as an additional payment to the hire charge to cover potential damages resulting from the hire and as a surety the premises will be returned in good condition at the end of the hire. The special deposit will be refunded within twenty-eight days of the termination of the period of hire provided no damage or loss has been caused to the premises or contents, and no complaints made to the Stockland Victory Hall Committee about noise or other disturbance during the period of the hire or as a result of the hire, otherwise the deposit will be forfeited by the Hirer.