



# MERRIOTT VILLAGE HALL HALL HIRING POLICY

Registered charity number 1209414

Reviewed 26 July 2024

Review frequency: Annually

## OBJECTIVE

1. The Merriott Village Hall (MVH) is a village asset, decreed to Merriott by its builder and original owner Robert Blake (of Marks Barn) in 1925 as an enduring memorial to his late wife Dorothea. As a village asset it is held in Trust as an independent, non-profit registered charity; providing a social, sporting and meeting place primarily for the benefit of the residents of Merriott.
2. The MVH is operated by a Board of Trustees and aims to meet the intent of the Constitution, laid down as follows:

***‘The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of Merriott (the area of benefit) without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.’***

## AVAILABILITY

3. The Hall is available throughout the year, 7 days a week and is currently utilised by 2 distinct bodies of users. These are:
  - a. Regular users who have clearly defined weekly sessions. They include a range of exercise, dance and leisure pursuits. These are detailed on a schedule posted on the exterior of the Hall and on the MVH website ([www.merriottvillagehall.org.uk](http://www.merriottvillagehall.org.uk))
  - b. Periodic / single use hiring by those wishing to hold a specific event such as parties, charity and community events.

## HIRING MANAGEMENT

4. The Treasurer is responsible for the management of hiring and supervision of payments and deposits. The Treasurer determines whether an individual booking enquiry is acceptable.
5. The Booking Clerk, responsible to the Chair, is the initial point of contact for Hall hire enquiries and can provide hire documents, and accept completed hire agreements and deposits. In the exceptional circumstance of cash being received, the Booking Clerk must pass payments to the Treasurer as soon as practical.
6. The Booking Clerk must ensure that all required sections of the Hiring Agreement have been completed and that where necessary additional documents, are provided by the Hirer. Where the Hirer wishes to sell alcohol, the Booking Clerk must ensure that the

Facilities Manager is aware that a Temporary Event Notice (TEN) is required and obtains the Facility Manager's approval for the event to proceed. The Hirer obtains the TEN. The Hirer shows the Facilities Manager that it has been obtained before the event. A register of TENS should be kept up to date.

## **HIRING ENQUIRIES**

7. A contact for each regular user group is posted on the external noticeboard. The Hall is also advertised via articles in the village publication the 'Merriott Messenger' and regular posts are put on social media.
8. For non-regular users, the Bookings Clerk is the initial point of contact. This provides a link to negotiate timings and costings for a specific event, with referral to the Treasurer where necessary.
9. Enquiries via the MVH website are forwarded to the Bookings Clerk automatically.

## **CHARGING POLICY**

10. Charges are reviewed **at least annually** by the Hall Committee, with preferential rates set for charity groups and regular users. The charges are published on the Hall noticeboards, the website and advertising material.
11. For non-regular users, a damage deposit is required at the time of booking, in addition to the hire charge, with both paid prior to the event. On completion of the event and with no resultant issues arising, the damage deposit is returned as soon as possible.
12. Regular users do not incur a deposit and are invoiced monthly in arrears. The Hall Committee reserve the right to charge for damage due to negligence.
13. The hiring agreement details all terms and conditions including cancellation charges.

## **HIRING POLICY**

14. Hirings to commercial users are considered on their individual merits by reference from the enquiry recipient to the Treasurer and if necessary, to the Hall Committee. Hirings are not made to anyone under 18.
15. The Hall has a licence from the Performing Rights Society for the delivery of Copyright music and a Phonographic Performance Licence, however a separate discrete event licence (a TEN, see paragraph 6 above) will be needed for the sale of alcohol.
16. Regular Hirers who wish to store their equipment in the Hall must obtain the written permission of the Hall Committee. In seeking the approval for storage of equipment the Hirer should provide a list of everything the Hirer wishes to store in the Hall. This should not include any flammable, liquid or dangerous items. The Hall will provide insurance for stored items if the Hirer so wishes.

## **PROVISION OF WI-FI SERVICE**

17. When using the Wi-fi service the Hirer agrees at all times to be bound by the Privacy and Data Protection listed in the separate Data Protection Policy.

Free wi-fi is offered to regular and ad hoc users of the hall upon request from the Booking Clerk. The Trustees do not plan to display network details or passwords within the hall or on the external noticeboard. Passwords will be changed on a regular basis to prevent unauthorised use by persons who have no affiliation to the hall or its users.

Further details about the Wi-fi service are included in the Hiring agreement information sheet, section 22.

## **HIRING AGREEMENT**

18. The hiring agreement is reviewed from time to time, and **at least annually**, by the Hall Committee to ensure that it complies with changes to legislation, and in the light of hiring experience. The full hiring agreement is provided to the Hirer together with a plan of the Hall and a statement of what is expected from them.
19. Regular Hirers are to sign a hiring agreement at the commencement of the hire period and when there are significant changes to the hire agreement. They must acknowledge in writing to the Treasurer changes to the hire charges.
20. Details concerning action to take in case of emergency are given in the hiring agreement, the Health and Safety Policy and the Fire Safety Policy. These policies are available on the noticeboard in the Blake Room.

## **HALL ACCESS**

21. The Hirer is given entry to the Hall via a code to unlock the access door. The code is changed at least annually.
22. Hirers have access to clearly labelled heating and lighting controls, and can contact the caretaker for further details.