

The charitable aim of the Trunch Village Hall Management Committee is to provide and maintain a facility which benefits the inhabitants of the Parish of Trunch. In setting guidelines for charges for the hire of the Village Hall, the Management Committee has considered how particular types of event or user contribute to this aim, as well as the charges made for similar facilities in the area and a desire to maximise the use of the Village Hall and contribute towards its running costs.

The starting point for calculating an appropriate hire rate per hour is to take the annual cost of maintaining the Village Hall and divide this by the number of hours it is used for bookings and events. However, events and activities which directly contribute to our charitable aim benefit from subsidised hire rates. Bookings which are not related to our charitable aim but provide income (eg private functions or certain commercial use) are also welcomed and charges are set to be competitive whilst contributing to the Village Hall's overheads.

This policy is intended to allow flexibility to take the particular circumstances of a booking into account while providing guidelines to ensure a consistent, fair approach.

Charges are set for four main types of hire:

1. Community groups, local charities and local non-profit organisations
2. Private events and one-off non-charitable events held by or for local people (e.g. private parties)
3. Profit making activities of direct and obvious benefit to local residents (e.g. exercise classes)
4. Other commercial uses

The first three of these contribute to the charitable aim of the committee and are therefore charged a subsidised rate.

All hires are at the discretion of the Bookings Manager and/or the Trunch Village Hall Management Committee and subject to the acceptance of the Village Hall's Standard Conditions of Hire and any supplemental terms and conditions that may be in place at the time of hire.

Hiring Details

- (a) The Village Hall is available for hire between the hours of 0900 and 2300. Use of the Village Hall outside these hours is subject to negotiation.
- (b) Hire of the Village Hall includes use of the main hall and stage area, toilets (ladies/gents/disabled), car park, tables, chairs and WiFi services.
- (c) Extra time for setting up, clearing down and cleaning should be included in the hire and charged at the same rate as the Village Hall cannot be hired to another user whilst these activities are taking place.
- (d) Charges are set per hour (in half-hour increments after the first hour), per day, or per event. A discount of approximately 10% is applied to a full day hire at the weekend.
- (e) Use of the kitchen on a drinks-only basis includes coffee and tea making facilities, crockery, cutlery and the dishwasher.
- (f) Use of the kitchen on a full-use basis includes all kitchen appliances and kitchen equipment.
- (g) The Village Hall has a limited amount of storage space which may be made available free-of-charge to regular users with the prior agreement of the Management Committee.
- (h) Charges for bookings that do not fit obviously into one of the categories identified should be based on these principles. It should also be possible to amend the terms in special circumstances provided it is justified by the policy above. These decisions should be made by the Bookings Manager in agreement with another officer (Chair/Treasurer/Secretary) and reported back to the Management Committee at its next meeting.
- (i) The Management Committee reserves the right to refuse any booking which it considers to be an inappropriate use of the Village Hall. The Management Committee also reserves the right to cancel or to withdraw any booking if it finds that the nature of the event has been materially misrepresented at the time of the booking.
- (j) The trustees of the Trunch Village Hall Management Committee have the right of entry at all times.
- (k) Hirers are advised that charges may be reviewed on 1st April annually. Single use hirings arranged before that date for events after that date will be charged at the rates applicable at the time of booking.

Charges

	(1) Community groups, local charities and local non-profit organisations	(2) Private events and one-off non- charitable events held by or for local people (eg private parties)	(3) Profit making activities of direct and obvious benefit to local residents (eg exercise classes)	(4) Other commercial uses (rate will depend on organisation and type of event)
Weekdays	£8 per hour	£10 per hour	£8 per hour	From £15 per hour
Weekends	£8 per hour	£10 per hour	£8 per hour	From £20 per hour
Weekends: all day	£100 per day	£125 per day	£100 per day	From £250 per day
Kitchen: drinks only	Included	£5 one-off charge	£5 one-off charge	£10 one-off charge
Kitchen: full use	£10 one-off charge	£10 one-off charge	£10 one-off charge	£30 one-off charge
NNDC for election purposes (includes drinks-only use of kitchen) from 0600-2230 weekday: £200 per day				

Security Deposit

A damage and breakage deposit of up to £100 may be applied, payable in advance, for all functions, parties, receptions or other events at the Management Committee's discretion. The Village Hall will refund the security deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall regarding noise or other disturbance, and provided the Village Hall has been left in a clean and tidy condition. The Management Committee reserves the right to make reasonable charges for any damage to the property and/or contents incurred during the use of the Village Hall as covered in the Hire Agreement. In the event that the deposit does not cover these charges then an additional invoice will be raised. If any repairs are necessary these shall only be carried out by the Village Hall's own contractor. A charge of up to £50 may be made if the Hirer loses the keys to any of the outside doors of the premises.

Cancellation Charges

- (a) Regular bookings: Hirers will be expected to pay for the hire as specified unless cancelled at least one week before the date of the hire
- (b) Single bookings: In the event of a cancellation by the Hirer, the following cancellation charges will apply:
 - Cancellation within 14 days of the date of the booking: 100% of Hire Fee is owed
 - Cancellation 15-30 days before the date of the booking: 50% of Hire Fee is owed
 - Cancellation with more than 30 days notice: no fee charged and deposit refunded

Payment

- (a) The Village Hall does not accept cash payment. Payment may be made by bank transfer or cheque.
- (b) Regular bookings:
Organisations hiring the hall on a regular basis may pay for the hire monthly in arrears by the last day of the month.
- (c) Single bookings:
Provisional bookings for events may be made up to one year in advance by agreement with the Village Hall. The signed Hiring Agreement and 50% deposit at the time of booking is required to reserve the date. The remaining Hire Fee and Security Deposit must be received at least 14 days before the date of the event. Payment in full shall be due at the time of confirmation for any bookings made within 14 days of the event.