NORTH PETHERTON COMMUNITY CENTRE MANAGEMENT COMMITTEE
CHARITY NUMBER: 291048

HIRING POLICY

Introduction

The North Petherton Community Centre Management Committee welcome bookings from

- individuals and groups from the local community
- individuals and groups from outside of the town
- public sector organisations and businesses

The Committee accepts bookings from any applicants provided the rooms requested are not already booked at that time and subject to our terms and conditions of hire. No exclusions are applied based on residence, persuasion, or opinion.

An applicant may be refused a booking if:

- the applicant or associated sub-contractors of the applicant has previously been notified that the hall's terms and conditions had been breached during an earlier hire
- the proposed use would not be allowed under the Premises Licence
- the intended use was specifically not allowed under the terms and conditions of hire or because of potential for damage to the premises or equipment.
- part or all of the intended use was specifically not allowed under the insurance clause in the Hall's terms and conditions that exclude certain types of hire or use unless the hirer provides evidence that another insurance policy provides them with appropriate public liability cover of at least £2 Million.

Oversight of the bookings process lies with the North Petherton Community Centre Management Committee

The Committee will ensure that all hirers have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than hire for private parties arranged for invited friends and family, to produce a copy of their Public Liability Insurance, Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service.

The Committee will consider at each meeting:

- all changes to regular booking organisations
- all bookings requested for use other than previously approved purposes

The Committee will

- approve changes to the hire agreement.
- approve changes to the hiring rates.
- approve changes to the hiring policy.
- publish current hire charges on the Hall website
- ensure contact details for booking and caretaking are displayed inside and outside the hall.

The booking clerk will:

- Maintain a prompt response to all email and phone enquiries, plus bookings made via the Hall Wizard booking system.

- Issue confirmations of bookings by electronic means, issue invoices for one-off bookings and ensure payment is received to clear before the before the booking commences
- Show new hirers around the Hall and explain the facilities available.
- Issue one off and regular hirers with an entry code to access to the Hall and the entrance and exit procedures
- Ensure hirers are made aware of their Safeguarding responsibilities where appropriate.
- Advise the committee promptly of any problems that are experienced in following procedure or with specific hires and hirers
- Ensure that the Data Protection Policy for the management of Personal Data is fully applied at all times.

Created 18.3.2023 This Policy to be reviewed annually