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**The New Hall Hiring Policy**

**Introduction**

The purpose of this document is to set out the Councils policy for hiring out the hall accommodation.

**Councils’ role**

* It is the role of the Council or delegated committee to set the terms and conditions for the use of the hall, to ensure the health and safety of users; the good repair and cleanliness of the hall rooms and facilities and taking into consideration the impact on residents living nearby.
* It is also the role of the Council or delegated committee to set the hire charges in line with the income required to keep the hall financially sound and in good repair.
* The hire charges are reviewed and agreed annually.
* The agreed charges will apply for twelve months
* Once agreed, they should be adhered to until the next review.

**Bookings clerk’s role and responsibilities**

The booking clerk is responsible for:

* Responding to enquiries and taking bookings;
* Explaining the charges to hirers and ensuring they understand them;
* Collecting any cash payments;
* Showing the hirers the hall and ensuring they are familiar with health, safety and fire procedures;
* Informing users if other rooms are in use at the same time;
* Arranging access with reference to the caretaker.

**Hire charges**

The table below sets out the rates for hiring the hall rooms.

Main Hall
Monday to Friday: 9am to 6pm **£9.00** / 6pm to 12pm **£10.00**
Weekends:           9am to 6pm **£10.00** / 6pm to 12pm **£13.50**

Conference Room
Monday to Friday: 9am to 6pm **£8.00** / 6pm to 12pm **£9.00**
Weekends:            9am to 6pm **£9.00** / 6pm to 12pm **£10.00**

Payment in full is required on booking. A full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given or at the discretion of the Clerk to the Council.

**Notes**

1. The booking period includes the time required to set up and clear away the hall after use.

2. Use of the kitchen and other facilities are included in the costs of room hire.

3. Hirers should be aware that the other meeting room may be in use by other parties and take the necessary precautions. If they wish to secure both rooms for their own use, they must pay the additional rate.

5. The Hirer is responsible for setting out tables, chairs and equipment etc. and for repacking them tidily away, and for cleaning the Hall prior to the end of the Hire, unless other arrangements have been agreed.

6. Hirers must agree to, sign and abide by the booking terms and conditions which are available on the web site (www.bawtrytowncouncil.com) and which will be explained to them by the booking clerk.

7. The Council reserves the right to charge a discretionary rate in certain circumstances.