

Charity Number 215181

Principle

Pudleston Village hall is a charity set up to provide a base for the local community to use. It is managed by a committee of volunteers who aim to provide a clean, well maintained environment suitable for workshops, classes and a wide variety of events.

Charges for the hire of the hall are set to cover the costs associated with the maintenance of the hall, cost of utilities and ongoing improvements. The policy will be reviewed annually.

Practice

1. The cost of hall hire from September 2018 will be:
 - £10 per hour for community users
 - £12 per hour for others.
2. Set up and take down time is to be included in the number of hours charged.
3. Regular users will have a loyalty discount; being charged at the community rate with no heating surcharge and free set up and take down. The hall committee will expect responsible use of the heating, at all times which this will be monitored.
4. Heating surcharge will be retained @ 20% from 1st October until 30th April for single hire users.
5. A daily hire rate of £120 to be offered for elections and other users.
6. The lettings secretary has discretion to negotiate a letting within this frame work.
7. Hire of chairs and equipment from the hall is available for community members. Charges are listed in Appendix 1.
8. The lettings secretary will inform the cleaning rota of planned events to ensure the room, kitchen & toilets are clean.
9. Hirers will be expected to leave the kitchen clean, dishwasher empty and open.
10. Regular users will be given the code for the kitchen. The lettings secretary will open the door for hirers.
11. If a marquee is required, it should be erected on the grass meadow to the left of the hall.
12. Damages. Any damages will be charged at the replacement value.
13. Deposit. A deposit of 50% will be paid at the time the booking is confirmed. All payments can be made by cheque (payable to Pudleston Village Hall) or by BACS or Wire. Hire fees should be paid prior to an event to the lettings secretary.
14. Items can be hired through the bookings secretary. All items must be returned clean and tables and chairs must not be left outside in rain. Charges are noted in appendix 1.

Appendix 1

Hire of :-

- a) Glasses per day £10. Breakages will be charged at £2 per glass.
- b) Cutlery per day £10
- c) Crockery per day £10. Breakages will be charged at £5 per item.
- d) Chairs per day £20
- e) Tables per day £20
- f) Any additional items will be billed, following consultation.

Small quantities will be priced by arrangement with the bookings secretary so a donation can be made to the upkeep of the hall.