

Stanford Dingley Village Hall (aka The Club Room):

Management Committee Hiring Policy

1. We will work to grow usage particularly on the part of the local community and where usage can enhance the social, cultural, welfare, educational, support and leisure opportunities available to the local community.
2. We will seek to avoid lettings that are potentially high risk to the condition of our facility, its equipment or to the detriment of neighbours local to the hall. This particularly is relevant to party hire request for the 18-25 age group unless parents are well known to us and who commit to adequate supervision by at least two responsible adults. We will also be careful of potential hirers who have little or no track record and of whom we have little experience. In such conditions we reserve the right to set higher deposit requirements.
3. We will be open-minded with respect to new groups that come forward with new usages for the hall. We will by default veer towards accepting a hire unless there are strong reasons to decline.
4. We will only accept bookings from potential hirers aged 21 and older and at a maximum of 6 months in advance.
5. We will only accept bookings where proposed attendee numbers are consistent with the size of the venue and the type of event proposed.
6. Hirers having a satisfactory plan for car parking will be a key factor in determining whether a booking is accepted.
7. The Management Committee reserves the right to (a) Refuse any booking where the Hirer or the event's purpose is unfit with respect to the SDVH Management Committee's Terms of Reference, (b) Terminate a non-compliant letting and (c) Cancel a booking in circumstances beyond our control, (eg local government requiring the venue as a Polling Station).
8. We will seek full disclosure from potential hirer's as to the nature of the event they are planning. If this is not forthcoming, the hire will be refused.
9. No bookings will be accepted before payment of hire charges and deposit.
10. Deposits will be refundable on the hirer handing back the hall in the same condition as when it was handed over to the hirer.
11. We will require a deposit from all hirers of the hall. This is to ensure that all hirers take full responsibility for the activities and behaviours that take place in the hall. This also includes cleaning up after the hirer's event. For lower risk lettings, deposits will take the form of a cheque returnable upon a satisfactory inspection of the hall on handback. For higher risk lettings we will require cash deposit or a cheque to clear into our bank account prior to the start of the letting.
12. We will endeavour to offer multiple booking channels (eg phone, email and web) subject to having the necessary resources.
13. Our default policy is that all evening events will conclude by 2300. Extensions to this will be assessed on a case-by-case basis by the Management Committee after consultation with local neighbours to the hall.
14. Hiring rates will differ by hiring group:
 - a. Residents of Stanford Dingley and Tutts Clump.
 - b. Non-residents of SD and TC and Not-for-Profits
 - c. Commercial lettings
15. Hiring rates, Terms and Conditions of Hire and this policy will be reviewed annually.
16. Payment in full is required on booking. In the event of cancellation, a full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given.