**Eglingham Village Hall**

**Lettings and Cancellation Policies**

**LETTINGS POLICY**

All hire agreements will be for the use of a specified area and for a specified hire period,

neither of which may be subsequently varied by the hirer without the express agreement of the

Eglingham Village Hall Steering Committee. The hire periods shall be charged hourly at varied rates according to the hire areas and organisation’s hiring. Any overruns in the time hired may result in extra charges.

It is a condition of hire that the hirer has sufficient and adequate public liability insurance, for any equipment used other than that supplied by the hall, e.g. a bouncy castle. It is also a condition all electrical appliance used, other than those supplied by the hall, are PAT tested.

No organisation shall be excluded solely on the grounds of race, ethnic origin, gender or sexual

orientation.

The Steering Committee reserves the right to refuse a hire (or to terminate a series of hire) if in its

opinion such hire would cause, or would be likely to cause, offence or disruption to the general public or

to other hirers of the premises.

All hirers are expected to behave in a manner so as not to cause a nuisance or disturbance to

other hirers or to persons living in neighbouring houses.

All hirers shall be responsible for tidying the hire area and the communal areas after each hire

period.

All hires to note that the village hall was not business but is a community asset / charity run by volunteers and, as such, any parishioners booking the hall for multiple sessions spread over a period of time would be responsible for turning the heating on themselves.

The Steering Committee reserves the right to seek full recompense for any damage caused by the hirer

or its members or those associated with it, and for any non-payment of monies due.

No hirer shall be permitted to store items in the premises unless the express permission of the

Steering Committee has been obtained, in advance, and which shall only be given in respect of small items capable of being stored so as not to cause nuisance to other users.

All hires shall be subject to the following general booking procedures: -

For new users or ‘one off’ hirers then payment in full must be made before the hire period commences.

For hires consisting of multiple sessions spread over a period of time, the Steering Group reserves the right to invoice for payment in stages. No hirer shall be permitted to exchange hire areas or periods with another organisation without the consent of the Steering Group.

All complaints about the premises and/or other hirers shall be made in writing to the Steering

Committee, who shall deal with the complaint in such way as they see fit.

If the Steering Committee considers that the expulsion of a hirer or the refusal of any further requests for hire from a hirer may be necessary, the Steering Committee, shall first, invite the hirer to meet to discuss the possible sanction. The Steering Committee may invite other hirers to participate

in such discussions.

CANCELLATIONS POLICY

The Village Hall operates the following terms regarding cancellations:

Hiring may be cancelled without penalty by providing the Steering Committee notice at least 10 working

days prior to the scheduled start date of the booking. Cancellation requests must be submitted in

writing or via email to the booking secretary Julian Tyley. [juliantyley01@gmail.com](juliantyley01@gmail.com%20)

Cancellations requests received with less than 10 working days’ notice will be subject to an

administration fee.

Cancellations made with less than 24 hours’ notice will be subject to full fee.

All cancellation requests must be in writing. If you do not receive confirmation of the cancellation,

then contact us again.

The Booking Secretary

Eglingham Village Hall

Julian Tyley

Copper Beech

Eglingham

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01665 578460

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