



Hiring Policy

1. Purpose

The purpose of this Hiring Policy is to provide a transparent record of all decisions made about hiring in one document for quick and easy reference by all.

A copy of the policy will be available in both the Main Hall and Walker Room and on the website.

2. Hiring Agreement

All hirers of the hall must be issued with and sign a Hiring Agreement (for Regular or Casual Users as appropriate) to be returned to the Booking Secretary before commencement of hire. A Standard Conditions of Hire document will always be issued together with a Hiring Agreement and this will govern the terms of the hire

3. Regular Hirers

Regular Hirers are those who book the hall at regular intervals whether weekly, monthly, quarterly or at other recurring intervals.

They may be issued with appropriate access keys on payment of the required deposit when they will be asked to complete a Keyholder Undertaking document to safeguard the keys. Any misuse of key (eg making use of the hall at a time not booked, lending keys to others) may result in the suspension of the Hiring Agreement.

Regular Hirers will complete a fresh Hiring Agreement and Keyholder Undertaking at the time of each AGM or within two weeks afterwards. This Hiring Agreement clearly states when they wish to book the hall. Any cancellation of pre-booked hires must be notified to the Booking Secretary a minimum of seven days in advance otherwise a charge may be made.

Invoices will be sent to Regular Hirers at three monthly intervals at the end of November, February, May and August with payment expected within 30 days. No indemnity charge is payable.

4. Casual Hirers

Casual hirers are those who do not make repeat bookings.

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They will pay both an indemnity charge and a hire charge before their hire begins. The indemnity charge will be refunded within 28 days providing there is no damage. Keys will be issued by the Booking Secretary on a per event basis.

5. Commercial Hirers

A commercial hirer is one who is operating an activity for profit where that activity does not benefit the local community. A hirer providing exercise or karate classes, for instance, may be working for profit but is also providing an activity which benefits the local community and thus would not be considered “commercial” for the purposes of this policy. The Booking Secretary having discussed the purpose of the hire with the hirer will have discretion in deciding whether to apply the commercial rate and may consult with other members of the committee before making a decision.

6. Exclusions

The Hall Committee from time to time reserve the right to refuse bookings. No bookings are allowed on New Years Eve or for 18th or 21st birthday parties since these events are more likely to cause annoyance and disruption to the neighbours.

7. Concessions

Any concessions will be available to non-commercial hirers only.

Requests for concessions for new hirers wishing to start up a fresh venture should be made to the Booking Secretary and will be at their discretion and limited to a maximum of four regular hire periods.

Any other requests for concessions should be made in writing to the committee through the Chair to be discussed at the next committee meeting when a decision will be reached to allow or disallow the concession requested. The applicant should if possible be prepared to appear in person before the committee to support their application. They will be informed within one week of the committee meeting of the outcome of the application.

8. Review of Policy

This policy will be reviewed annually by the Hiring Terms and Conditions Subcommittee who will bring their recommendations to the main committee meeting following the AGM (usually in February). These recommendations may include increasing hire charges with effect from the following 1st September. The main

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committee will then decide which recommendations should be adopted, amended or rejected.

9. Limitations of Insurance

The hall has a Village Hall Plus Insurance Scheme provided by Zurich.

The following risks are covered:

- accidental damage to building and contents
- malicious damage to building and contents
- Public Liability cover including eventualities due to negligence of management
- Public Liability Extension Cover to indemnify hirers against third party claims
- Trustee indemnity

Variable excesses apply to the various risks

10. Under Fives

The provisions of this policy do not apply to the Comeytrove Under Fives since their dealings with the Hall committee are governed by a separate Occupational Licence.

11. Data Protection

Details of all hirers will be managed in accordance with GDPR (General Data Protection Regulations). A copy of the Hall's Privacy Policy is available on Hall noticeboards and on the website.

**Comeytrove Community Hall Management Committee
July 2019**

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Annex A

Hiring Policy Main Decisions Log

This log summarises the content of main decisions about hiring and date of decision as recorded in the minutes of meetings

M/C = main committee of Comeytrove Community Hall

S/C = Hiring Terms & Conditions sub-committee appointed by main committee

Subject	Decision	Date of committee meeting
Creation of Hiring Policy	First meeting of S/C held prior to M/C presents items for consideration. Document circulated explaining why we should have a Hiring Policy (Appendix 1). M/C instructed S/C to work towards development of policy	10.07.17
Hiring Agreement for Regular Users Hiring Agreement for Casual Users Keyholder Undertaking	Draft documents produced by S/C adopted by M/C These to be trialed and improved during use (Appendices 2,3,4)	10.07.17
Standard Conditions of Hire	Draft document produced by S/C according to ACRE guidelines Adopted by M/C including agreement that hirers should pay for all of the time they use the premises including time needed to set up and clear away (Appendix 5)	27.11.17
Hire Charges	Treasurers report states that our hire charges are low compared to other similar local facilities and that this restriction of income limits our ability to maintain standards. Agreed that S/C should review charges with expectation that they would be significantly raised in a fair way. New Booking Secretary appointed; Job Description produced and approved (Appendix 6)	26.11.18 (AGM)
Hourly hire fee	Basic calculation of hourly fee presented by S/C (Appendix 7) Assumptions in calculation accepted by M/C and S/C instructed to proceed to make recommendations about how we might proceed	11.02.19
New Charges	S/C presented list of proposed and simplified new charges w.e.f 1.9.19 along with their comments explaining how the figures were arrived at (Appendix 8)	8.4.19
Concessions	M/C awards 100% concession to Wednesday Welcome. Discusses arrangements for other concessions and directs these be included in proposed Hiring Policy	8.4.19

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Annex B

Hiring Policy / Agreement (Example from ACRE)

Why have a Hiring Policy?

- provides record of decisions made about hiring in one document for quick and easy reference by all
- may be used for guidance by new bookings secretary to ensure consistent procedures
- may be used as information source by any new members of committee to inform them about hiring decisions made previously
- confirms that the committee is operating best practice and has a policy and procedure in place for hiring
- may be used as evidence in the event of any legal claim against the trustees
- can be easily reviewed annually to check for relevance
- will be available to all hirers on request to ensure transparency for all parties in decisions made about hiring
- will contribute towards Hallmark accreditation

What items should a Hiring Policy include?

1. How standard charges are established
Hire charges should reflect the everyday costs of running the hall.
To calculate a basic hourly rate, total annual expenditure should be divided by how many hours the hall is used. There will need to be separate computations for the main hall and the Walker Room. The committee may see fit to add an extra amount as contingency to arrive at a standard hire fee per hour. It can be very helpful to know this figure particularly if hire charges are challenged.
2. When should anything other than the standard hire charge be levied?
 - lower hire rates for long term repeat bookings
 - lower hire rates for off peak use
 - higher rates for those not living in the area of benefit
 - higher rates for private functions such as wedding receptions
 - higher rates for commercial activities
 - lower rates for those organisations unable to afford full rates and whose activities are of a charitable or not-for-profit nature
 - lower rates for start-up groups and organisations
3. What are the Booking Secretary's role and responsibilities?
4. When and by whom will the policy be adopted and reviewed?
5. Who can sanction discounts and special rates for hirers or decide that a special deposit

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should be taken?

6. How much time should be allowed for setting up and clearing away between bookings?
7. What deposits will be taken and when?
8. When will the full amount for the hire become payable?
9. What are the arrangements for collecting and returning keys?
10. Are there any dates which will not be available for hire (eg New Year's Eve)?
11. Will charges be made for local consultations / public meetings?
12. What is covered by our insurance policy?
 - accidental damage to building and contents
 - malicious damage to building and contents
 - damage to glass and sanitary ware
 - public liability cover
 - public liability due to negligence of management
 - public liability extension cover to indemnify hirers of hall against third party claims

Why have a Hiring Agreement?

1. Whenever the hall is hired, there should be a written agreement so that both the hall committee and the hirer understand their rights and responsibilities. The use of a Hiring Agreement establishes a clear contract between the two parties and can be used as evidence in case of any legal action
2. The Agreement will contain details of the specific hiring; Standard Conditions of Hire; and other information (eg about premises licences) as appropriate. It will be signed by an authorised representative of the hall committee and a representative of the hiring organisation. A photocopy of the signed document should then be given to the hirer for them to retain.

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Annex C

HIRING AGREEMENT FOR REGULAR HIRERS

Between Comeytrove Community Hall Charity Trustees (referred to in this agreement as "we/us")

And _____
(your name – referred to in this agreement as "you/yours")

On behalf of _____
(name of organisation or business if applicable)

Position in organisation _____(owner/trustee/chair)

Address _____

Tel No. _____

Mobile No. _____

E-mail _____

For the hire of premises described as

Main Hall & Committee Room / Walker Room (delete as appropriate)

Together with storage facilities provided as follows

_____ (insert details)

For the following time periods (including setting up and dismantling time)

Day _____

Date if single booking or frequency if repeat booking

Start Time _____

Finish Time _____

Hourly hire rate £ _____

Total fee per session £ _____

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For the purpose of _____

By signing this document you agree not to exceed the maximum permitted number of people per room which is

Main Hall & Committee Room	140
Walker Room	40

You also confirm that you

- are over the age of 18 years
- will be present during the hire period (this responsibility may be delegated to an authorised representative, who is also 18 years or over, if appropriate)
- will abide by the Standard Conditions of Hire attached hereto
- will remit the full amount of the fees that you owe us by cheque at the end of each quarter within 30 days of us sending an invoice to you at your above address
- will sign a Keyholder Undertaking at the time of issue of any keys
- will sign a new Hiring Agreement at the AGM held yearly in November or attend before the Booking Secretary within two weeks after the AGM to do so, failure in this regard rendering this current agreement invalid
- understand that becoming a Regular Hirer confers upon you the right to apply to the committee to become a hall trustee
- accept that if the premises are not booked by you for any event within a continuous period of three calendar months our agreement with you as a regular hirer will be invalidated

Signed on behalf of us

Signature _____
Name _____
Date _____

Signed on behalf of you

Signature _____
Date _____

Please visit our website www.comeytrowecommunityhall.org to see our Privacy Notice and other documents.

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In case of any query with your booking please contact the Bookings Secretary
Marian Hudd 59 Somerset Avenue Taunton TA1 5HX
07477912257
E mail to comeytrowecommunityhall@gmail.com

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Annex D

HIRING AGREEMENT FOR CASUAL HIRERS

PLEASE COMPLETE, SIGN AND RETURN THIS COPY TO

Marian Hudd
59 Somerset Avenue
Taunton TA1 5HX

Registered Charity No 900119

Between Comeytrove Community Hall Charity Trustees (referred to in this agreement as “we/us”)

And _____
(your name – referred to in this agreement as “you / yours”)

On behalf of _____
(name of organisation or business if applicable)

Address _____

Tel. No. _____

Mobile No. _____

E-mail _____

For the hire of premises described as

Main Hall / Walker Room (delete as appropriate)

For the purpose of _____

For the following time period (including setting up and dismantling time)

Day _____ Date _____

Start Time : _____ Finish Time : _____

No of hours _____ Hourly hire rate £ _____

Total hire charge £ _____

Indemnity fee * £ _____

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Total amount payable £ _____

A cheque should be payable to "Comeytrove Community Hall" or Cash or BACS transfer to Account 00666620 Sort Code 30 98 45 *PTO for more information*

*The indemnity fee will be returned to you by cheque to your address above within 28 days of your hire providing that the premises are left in a clean and tidy condition and no breakage or damage is to be charged for.

Please complete the following details of your event so we can make sure to give you any necessary details about licences or particular facilities at the hall.

Will tickets be sold ?	Yes / No
Will food be provided ?	Yes / No
Will alcohol be available ?	Yes / No
Will a film be shown ?	Yes / No
Will music be played ?	Yes / No

By signing this document you agree not to exceed the maximum permitted number of people per room which is:- Main Hall 140 and Walker Room 40

You also confirm that you

- are over the age of 18 years
- will be present during the whole of the hire period
- will abide by the Standard Conditions of Hire attached hereto (or sent by e mail)
- will remit the total amount payable shown over the page (both hire charge and indemnity fee) as one of the following :- **cash payment, single cheque or single BACS transfer with a reference (see below)**

Payment should reach the Booking Secretary at the address below or be sent to the bank at least 28 days before the date of hire or at the time of signing this agreement if this is later.

If paying by BACS, please e mail when the transaction is made and give a reference of

For official use only.
Money received as cash/ cheque/ BACS

On

Hirer's full name

Date of hire

Signed on behalf of us

Signature _____

Name _____

Comeytrove Community Hall



Registered Charity no. 900119

Date _____

Signed on behalf of you

Signature _____

Date _____

Arrangements for collection of keys will be advised once this form and payment has been received by the Bookings Secretary.

Please visit our website www.comeytrovecommunityhall.org to see our Privacy Notice and other documents.

In case of any query with your **booking** please contact the Booking Secretary
Marian Hudd 59 Somerset Avenue, Taunton, TA1 5HX
Telephone 07477912257
Email to comeytrovecommunityhall@gmail.com

In case of difficulties with **keys** here are 2 alternative contacts
Jean Allgrove 01823 274644 and Val Gilfillan 01823 256395

v. 2019/june

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Annex E

KEY HOLDER UNDERTAKING (FIRST ISSUE)

Name _____

On behalf of _____
(name of organisation or business if applicable)

I agree

1. To pay a deposit of £ _____ for a key to the main door of
Main Hall & Committee Room / Walker Room
(delete as appropriate)
2. To keep the key safely and not permit it to be used to gain any unauthorised access
3. In case of loss or change of keyholder, to inform the Booking Secretary as soon as possible; to be prepared to make any statements to facilitate the investigation of any loss; and to pay a further deposit if a request for a replacement key is granted
4. Not to identify the key through the use of a label or otherwise as being the key to Comeytrove Community Hall although it may be labelled with my address to assist return in the event of loss
5. To return the key to the Booking Secretary or Chair within one week in the event that the above named organisation ceases to be a regular hirer of the hall. You will cease to be a regular hirer if you do not book an event within a continuous period of three calendar months. On safe receipt of the key, the amount of the deposit paid will be returned to the above organisation by cheque to the address noted on the Hiring Agreement

Signed _____

Date _____

Booking Secretary : Marian Hudd
59 Somerset Avenue, Taunton TA1 5HX Tel : 07477912257

Chair : Val Gilfillan
1 Barrington Close, Taunton TA1 4YD Tel : 01823 256395

v. 2019 / 1.1



Annex F

STANDARD CONDITIONS OF HIRE

HIRER

You are over eighteen years old and accept responsibility for being in charge of the premises during your hire and for ensuring that these Standard Conditions are met.

RESPONSIBILITIES OF SUPERVISION

During your hire you are responsible for

- Looking after the premises and contents
- Making sure no damage occurs
- The behaviour of everyone at your event

You agree to make good or pay for any loss or damage to the premises, fixtures or contents, (including accidental and malicious damage). You should consider whether you need to take out insurance to cover this liability. We reserve the right to terminate any function early in the case of unruly, disorderly or unseemly behaviour.

USE OF PREMISES

You must not

- Use the premises for any purpose other than that stated in the Agreement
- Sub-hire the premises
- Allow anything unlawful to happen on the premises eg smoking, illegal drugs
- Bring in anything which may endanger the premises or render invalid our insurance policy
- Contravene the law relating to gaming, betting and lotteries
- Bring in or use any highly flammable substances
- Use any unauthorised heating appliances
- Use nails, screws or sticky tape to affix notices.

You must

- Ensure that noise is kept to a minimum especially late at night
- Ensure no-one attending consumes excessive amounts of alcohol resulting in drunk or disorderly behavior
- Ensure that any electrical appliances brought by you to the premises are safe
- Ensure that Assistance Dogs are allowed onto the premises with their owners
- Report to our Booking Secretary as soon as possible after your hire any failure of our equipment or any accidents involving injury to the public
- Keep Fire Exits clear of all obstructions

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MUSIC, FILM & COPYRIGHT

This Agreement confers our written permission for the performance of live and recorded music on the premises and for you to show a film. However you must ensure that relevant licences are held.

EQUIPMENT

MAIN HALL – 20 folding tables, each seating up to 8 people.
140 chairs

Kitchen: cooker with two ovens; industrial style fridge; microwave; large electric water heater and two electric kettles, some teapots, jugs and trays; 30 each of teacups, saucers, teaplates, dinner plates, pudding

bowls, wineglasses, tumblers, and sets of cutlery.

Further crockery may

be available on request – please speak to us about your

needs when

booking

WALKER ROOM -large and small folding tables and chairs, seating up to 30 people.

Kitchen: some crockery, kettles, teapots, jugs, trays.

Please bring your own tea towels and tablecloths, these are not provided.

FOOD HYGIENE

If preparing, serving or selling food you must observe all relevant food health and hygiene legislation.

DISPOSAL OF RUBBISH

There is no facility to leave rubbish on the premises. You must take any rubbish away at the end of your hire period . It is useful to bring garbage bags with you for this purpose. Otherwise, they may be purchased at the nearby Tesco store.

TELEPHONE

There is no public telephone on the premises or nearby. Mobile reception is good in the hall with most providers.

DISABLED FACILITIES

All of the premises including toilets are accessible.

CAR PARKING

Comeytrove Community Hall, Pitts Close, Taunton, TA1 4TY

Registered Charity Number 900119

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Vehicles brought on to the premises for your event must be parked responsibly and without causing any obstruction to the highway. You must ensure the car park is used properly and only for parking cars. The adjacent car park at College Way Surgery is private and not available for hall users.

OUR SAFEGUARDING POLICY

You must ensure that any activities for children, young people or vulnerable adults are provided by fit and proper persons with relevant checks carried out where appropriate through the Disclosure and Barring Service (DBS).

PUBLIC SAFETY

In the event of fire you must call the Fire Service by dialing 999 and ensure people leave the premises by the nearest Fire Exit and gather in the far corner of the car park. The full address of the hall is at the top of these Standards Conditions of Hire

At the commencement of your hire period you should familiarize yourself with the location of firefighting equipment and the location and mode of operation of escape routes. You should also check that there are no obvious fire hazards and that all escape routes are free of obstruction.

In the Main Hall there are foam and carbon dioxide extinguishers in the front foyer; a foam extinguisher in the hall; and a carbon dioxide extinguisher and a fire blanket in the Kitchen.

In the Walker Room there are foam and carbon dioxide extinguishers and a fire blanket in the Kitchen.

All this equipment is subject to regular maintenance checks but it is essential that you know how to use it properly. On each extinguisher or blanket there are instructions indicating what type of fire it is suitable for and how to use the appliance.

In order to ensure your confident use of the appliances you should view the following information clips on U-Tube.

Carbon dioxide extinguisher: <https://www.youtube.com/watch?v=aPhbJ95VGe0>

Foam extinguisher: <https://www.youtube.com/watch?v=HQckBXM60-1>

Fire blanket: <https://www.youtube.com/watch?v=Q24rOhBseDk>

There are First Aid boxes in the kitchens of both the Main Hall and Walker Room.

In the event of any fire or accident during your hire period you must afterwards give details to our Booking Secretary.

CANCELLATION

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If you wish to cancel the booking before your event we have discretion to return the deposit or require payment of the full hire fee.

We reserve the right to cancel this Agreement in writing in any of the following circumstances in which case you will be entitled to a refund of any deposit paid but we will not be liable for any resulting direct or indirect loss or damages.

- If the premises are required for use as a Polling Station
- If we reasonably consider we have been misled in the hiring application
- If we reasonably believe that your hire will lead to a breach of licensing conditions or other legal or statutory requirements or that unlawful or unsuitable activities will take place
- If the premises become unfit for your intended use as a result of unforeseen circumstances.
- If the premises are required for use as a shelter for disaster victims

END OF HIRE

You are responsible for leaving the premises in a clean and tidy condition otherwise we may make an additional charge.

The end of session checklist will help you to do this.

- Wipe clean all table tops
- Sweep the floor
- Replace to their usual positions anything which has been temporarily moved during your hire.
- Close all windows
- Turn off room heaters
- Take all refuse away
- Switch off all lights
- Ensure all exterior doors are secure
- Return the key as agreed

HIRE AGREEMENT

This Agreement constitutes permission to use the premises in accordance with the Agreement but does not confer any tenancy or right of occupation on you.

QUERIES

Please refer any queries to the Booking Secretary in the first instance. Contact details are on the Hire Agreement.

V1.2019

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Annex G

BOOKING SECRETARY: JOB DESCRIPTION

1. To hold a mobile phone provided and paid for by the Hall and to receive and respond to all booking enquiries on this phone or by e-mail
2. To hold sets of keys on behalf of the hall and to issue these to hirers and check their safe return
3. To maintain the manual diary of bookings for both the Main Hall and Walker Room in a clear way so that it can easily be used for extracting information at quarterly billing meetings. This will include maintaining the diary ahead by writing in regular bookings at the latest by the beginning of every quarter; also to receive ahead notifications of stop and start dates from regular hirers (eg for Christmas, Easter and summer breaks) and to note these in the diary
4. When an enquiry is received from a casual hirer
 - To deal with any queries from the hirer; ensure our premises are suitable for them ; decide (possibly in consultation with other committee members if necessary) whether the hire should be charged at a commercial or non-commercial rate; to ensure that the event is one which we can host (eg not an 18th birthday party) and at a time for which we hold the appropriate licence; advise the hirer of the hourly rate and indemnity to be charged; and to give any other warnings or advices which the Booking Secretary deems advisable
 - To check availability in the manual diary and make a provisional booking in pencil if required date is available and hirer wishes to proceed
 - To send two copies of the casual hiring agreement to the hirer (one to be retained by them and one to be returned to the Booking Secretary) together with a copy of the Standard Conditions of Hire
 - On receipt of the completed casual hiring agreement back from the hirer together with the payment (as cash or cheque) to convert the provisional pencil booking in the diary to a firm booking in pen and to countersign the hiring agreement on behalf of the hall
 - To advise the hirer of the application process for a Temporary Event Notice if the booking form indicates this will be required
 - To arrange with the hirer for the collection and return of keys at the time of the event
 - If the completed form and payment has not been returned by the hirer by 28 days before the hire date to chase up the hirer to see whether the booking is still required; to take action to progress with the hirer if it is required or to note the diary appropriately if it is not
 - In case of payment by BACS to ensure payment has been received at the bank before handing over keys to the hirer
5. When an enquiry is received from a new regular hirer

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- To deal with any queries from the hirer; ensure our premises are suitable for them; decide (possibly in consultation with other committee members if necessary) whether the hire should be charged at a commercial or non-commercial rate; and advise them of the fee payable for the hire which will be billed quarterly in arrears; to give any other warnings or advices which the Booking Secretary deems advisable
 - To check availability in the manual diary
 - To send two copies of the regular hiring agreement to the hirer (one to be retained by them and one to be returned to the Booking Secretary) together with a copy of the Standard Conditions of Hire
 - On receipt of the regular hiring agreement back from the hirer to make repeat bookings in the manual diary for the period agreed and to countersign the hiring agreement on behalf of the hall
 - To forward the regular hiring agreement in due course to The Treasurer so that our records may be updated with details of the new hirer for quarterly billing purposes
 - Only once the regular hiring agreement has been completed to arrange with the hirer to issue a set of keys and for them to sign a Keyholder Undertaking and to collect the £25 deposit for the keys
 - To forward the completed Keyholder Undertaking to The Treasurer in due course for the purposes of the Annual Key Audit
6. To exercise discretion in deciding whether new start up ventures should be offered a concession (possibly in consultation with other committee members) in accordance with the Hiring Policy
 7. When an enquiry is received from an “irregular regular” hirer (ie one who does not have a regular hiring agreement but who hires the hall at unspecified but repeated intervals) to deal with it broadly in line with paragraph 4 (for casual hirers). These will include agencies such as Housing Associations and Blood Donors who may be dealt with slightly more informally than described in para 4 but a completed hiring agreement or similar must still be supplied to the Treasurer with any payment received. No indemnity fee is charged for these irregular hirers providing they have a previous record of good payment
 8. At regular intervals to be agreed with the Treasurer to forward to The Treasurer all monies collected together with appropriate paperwork detailing to what the payment refers
 9. To understand and apply the principles of the General Data Protection Regulations in all dealings with hirers and in the holding of their details whether manually or electronically
 10. To attend as many committee meetings as possible (or at least a minimum of two per year) or otherwise submit a full written report and to bring any matters of general concern regarding hiring to these meetings including recommendations for improvements in Hiring Policy and procedures;

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to bring any matters of specific concern regarding hirers to the attention of The Chair or The Treasurer

v.1.02/2019

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Annex H

CALCULATION OF BASIC HOURLY RATE

The following assumptions are made

1. Walker Room is charged at 50% rate of Main Hall
2. Regular bookings only are included in the calculation
3. Figures are based on 16/17 usage and income
4. Figures are calculated on term time usage only (40 weeks)

USAGE

	MAIN HALL (in hours)	WALKER ROOM (in hours x ½)
Mon	9.5	1.5
Tues	7.5	1.5
Wed	8.5	3.0
Thurs	10.5	0.0
Fri	7.5	1.0
Sat	0.0	0.0
Sun	1.0	0.0
Totals	44.5	7.0

Total weekly usage in hours = $44.5 + 7.0 = 51.5$

Total yearly usage in hours = $51.5 \times 40 = 2060$

Total annual audited expenditure = £18,000

Basic hourly rate = $\text{£ } 18,000 / 2060 = \text{£}8.74$

25% addition for renewals / improvements = $25/100 \times \text{£}8.74 = \text{£}2.19$

Basic hourly rate including renewals / improvements addition = $\text{£}8.74 + \text{£}2.19 = \text{£}10.93$

Basic hourly rate for Main Hall = £10.93

Basic hourly rate for Walker Room = $\text{£}10.93 \times \frac{1}{2} = \text{£}5.47$

Comeytrove Community Hall, Pitts Close, Taunton, TA1 4TY
Registered Charity Number 900119

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Annex I

REPORT OF HIRING TERMS & CONDITIONS SUB-COMMITTEE

The sub-committee has laboured with its brief to suggest a fair way of increasing our charges significantly from 1.9.19.

We are bringing our recommendations together with a note of why we have made them to the main committee for discussion at the forthcoming meeting.

RECOMMENDATIONS FOR CHARGES

MAIN HALL WEEKDAYS

	Previous hourly charge(£)	New hourly charge(£)
Regular Hirers (1)	7.38	9.00
General Hirers (2)	10.00	12.20
Commercial Hirers (3)	12.92	15.76

WEEKENDS

General Hirers (4)	5.07 – 15.00	12.20
Commercial Hirers (5)	5.07 – 15.00	20.00
Childrens Parties (6)	15.00	17.00

WALKER ROOM WEEKDAYS

	Previous hourly charge (£)	New hourly charge (£)
Regular Hirers (7)	5.00	6.10
General Hirers (8)	6.15	7.50
Commercial Hirers (9)	7.75	9.45

WEEKENDS

General Hirers (10)	5.78	7.50
Commercial Hirers (11)	---	12.00
Childrens Parties (12)	12.60	13.00

SPECIAL DAILY RATES

	Previous (£)	New(£)
Elections – Main Hall (13)	258.00	260.00
Elections – Walker Room (14)	111.00	115.00
Blood Donors – Main Hall (15)	90.00	100.00

INDEMNITIES

Casual Hirers	£100.00	Childrens parties	£50.00
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RESTRICTIONS

Hall not available for 18th or 21st parties

Comeytrove Community Hall, Pitts Close, Taunton, TA1 4TY
Registered Charity Number 900119

www.comeytrovecommunityhall.org | comeytrovecommunityhall@gmail.com



NOTES TO RECOMMENDATIONS

1. You will recall at our last main committee meeting we agreed that the assumptions made in our calculation of a basic hourly rate were reasonable. This calculation led to an hourly rate of £10.93 for the Main Hall and £5.47 for the Walker Room. These rates would provide extra income for us to address the modernisation projects we wish to begin. Our main objective was therefore to raise the hire charges towards these levels
2. We had to consider that regular hirers are our “bread and butter” income so looked at charges for this group first. We decided it would not be reasonable to increase the charges in one step to our basic hourly rate which for regular hirers on a weekday would mean an increase from £7.38 to £10.93 equivalent to 48%. We thought that the maximum reasonable increase would be 22% taking the hourly charge for a regular hirer on a weekday from £7.38 to £9.00 – see charge (1) on the Charges Sheet. With fair warning to hirers and depending on our financial situation at the time we may wish to consider raising our charges significantly again from 1.9.20 to more closely approach our calculated basic hourly rate. The Hiring Terms & Conditions Sub-committee have indicated their willingness to monitor finances as we go forwards and make recommendations to the main committee as appropriate
3. Having established that a rise of 22% seemed reasonable we then applied the same percentage increase to weekday charges for other groups in the Main Hall – see charges (2) and (3) on the Charges Sheet. Although this brings the commercial hire rate for weekdays in the Main Hall to £15.76 which is above the basic hourly rate it seems sensible to use the commercial rate to raise extra money that we cannot raise from the regular hirers especially bearing in mind that the hall as a charity should never be seen to subsidise a commercial enterprise.
4. Turning to weekend rates for the Main Hall we decided there was no justification for charging differently at various times over the weekend since the running costs of the hall are the same at all times. We therefore decided to apply the General Hirers rate determined for weekdays in the Main Hall to all weekend hires except commercial hires which would be charged at £20.00 per hour – see charges (4) and (5) on the Charges Sheet. We do not suggest establishing a regular hirer rate for weekends since we have very few regular weekend hirers and there has been no historic rate for regular weekend hires so no expectation of one exists. The weekend rates more than exceed our basic hourly rate and the Main Hall is generally well used at weekends so the new rates satisfy our revenue requirements
5. The weekend rate for childrens parties in the Main Hall is raised from £15.00 to £17.00 per hour – see charge (6) on the Charges Sheet - since these involve us in more work generally – for the bookings secretary in sorting out the booking / keys; for the Treasurer in collecting one off hire charge / refunding indemnity; and for the hall cleaner following the event.
6. The basic hourly rate calculated for the Walker Room was £5.47. We applied the 22% uplift as explained in paragraph 2 to all the Walker Room fees – see charges (7) (8) (9) (10) and (11) on the Charges Sheet. The charge for a childrens party in the Walker Room increases from £12.60 to £13.00 – see charge (12) on Charges Sheet
7. The fees for Elections and Blood Donors already deliver well in excess of our required basic hourly rate. This is justified because these hirers have particular requirements and so cause extra work for us. We suggest raising the previous rates

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for these hirers by a small amount – see charges (13) (14) and (15) on the Charges Sheet

UNDER FIVES

Please note none of these new charges will apply to the Under Fives since their rate will be separately negotiated as part of the setting up of their Occupational Licence

SIMPLIFICATION

Over the years our hire charges have become varied and difficult to apply or justify. While there were historical reasons for this variety of charges we determined most of these were now obsolete and so we should simplify where possible – hence fewer rates on the Charges Sheet

OTHER HALLS

We looked at charges made by other halls and how they differentiated these. Some charge different rates for residents and non-residents. We discounted this because while the main hirer may be a resident or non-resident (and this would be easy to check from the address) the residence of the users of the facility at that activity would be impossible to check. Thus by trying to establish a rate for residents we may be penalising an activity run by a non-resident person although the activity in itself is actually mainly of benefit to residents. Some halls charge extra for the use of full kitchen facilities. We discounted this as being too difficult to supervise since our kitchen facilities are available to all hirers with no restricted access to some facilities and this would be difficult to change. We currently also have very few hirers who require full kitchen facilities though with the advent of our new kitchen this may change and our policy and management of kitchen facilities may need to be subject to review

CONCESSIONS

By applying a lower rate for regular hirers under some circumstances we are in fact applying a concession. The concessionary rate in this instance benefits the hall because it encourages regular hirers to book with us rather than elsewhere.

Apart from these concessionary rates for regular hirers we suggest that all other concessions must be applied for in writing to the committee through the chair to be discussed at the next committee meeting and a decision reached to allow or disallow the concession requested. The applicant should if possible be prepared to appear in person before the committee to support their application.

An exception may be the current 100% concession to Wednesday Welcome which was an initiative encouraged and supported from inception by the hall committee and one which helps to justify the 100% remission of Business Rates we receive from TDBC. The sub-committee suggest that the main committee this evening discuss whether this concession should continue and at what level and then pass an appropriate motion

INDEMNITIES

The sub-committee recommend that the current system of indemnities continue at present levels for those who are not regular hirers as

Casual Hirers £100.00 Childrens Parties £50.00

COMMERCIAL HIRE

The definition within this document of a commercial hire is open to interpretation. It would generally be a hirer who is a for-profit organization and who does not provide an activity which benefits the local community. A hirer providing exercise or karate classes for the local

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community, for instance, may be working for their own profit but are nevertheless providing an activity which benefits the local community. Thus, we would not consider them to be "commercial". It is suggested that the Bookings Secretary having discussed the purpose of hire with the hirer has discretion in deciding whether or not to apply the commercial rate. They may consult with other members of the committee if they see fit before giving the hirer a final decision.