**Middleton and Aislaby Village Hall Hiring Policy Statement**

Middleton and Aislaby Village Hall(s) are available for hire in the first instance to local residents, local charities, community and informal groups and thereafter to businesses and individuals in accordance with this Hiring Policy statement

This document should be read and acknowledged with the Booking and Hire Agreement Form.

1. All hiring is subject to standard conditions of hire which form the basis of a Hiring Agreement which is made known at the time of hiring and in most cases takes the form of a verbal agreement. The Hiring Agreement is a formal contract and is supported with a copy of the booking form and the Hirer and User Guide.

https://middletonandaislabyvillagehall.weebly.com/hirers-pack.html

2. Hirers must clearly state the purpose of the hiring on the booking form and indicate if any licensable activities are associated with the hire period.

3. Hirers must acknowledge the conditions of the Safeguarding Policy and where appropriate provide supportive documentation to demonstrate compliance.

4. Bookings for children’s parties must be made by an adult.

5. Hirers are usually invoiced at the month end following their booked event and are given options of a payment method, cash, cheque, bank transfer etc

6. First time or unknown hirers under exceptional circumstances may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and tenantable condition following the hiring.

The hall is available for sessions defined at the determination of the hirer and in negotiation with the Booking Secretary

7. Hourly rates will apply and are set out on the web site.

https://middletonandaislabyvillagehall.weebly.com/main-hall.html

8. Charges are set by the MAVH Management Committee and are reviewed on a regular basis.

 https://middletonandaislabyvillagehall.weebly.com/main-hall.html

9. Details of officers and contacts are available on line and on the village- hall notice board

https://middletonandaislabyvillagehall.weebly.com/contact.html

10. Access to the halls are by safe key.

11. Details of bookings will be forwarded by e mail to the Treasurer for processing payment

12. As an integral part of the Hirer’s Agreement hirers are required to undertake a risk assessment of their event/activity. Guidance is available on the web site.

Policy adopted by MAVH

11th March 2024