

Introduction

1. The Brabourne and Smeeth Village Hall Management Committee is governed by a Lease and Trust Deed dated 23rd August 1932. The aims and objectives of the said governing document are to provide a village hall for the use of the inhabitants of Brabourne and Smeeth and the neighbourhood, in particular for the use of meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
2. All hire is subject to the conditions of hire set by the Brabourne and Smeeth Village Hall Management Committee. A set of standard conditions of hire will be available upon confirmation of each booking.

General

3. The Village Hall is a community facility and as such, the Management Committee is obliged to ensure that users of the hall do not allow anything to take place that might damage the building or facilities, bring the village hall's reputation into disrepute or annoy or offend local people. **Therefore, if the Management Committee believes that a booking would not be in the interests of the hall it will decline such a request for a booking.**
4. No potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation, or geographical location except as guided by the requirements of the Trust Deed and reflected in this Hiring Policy. **In this regard local inhabitants wishing to use the hall for non-commercial purposes will have precedence over outside groups or commercial hirers.**
5. Hirers must be aged 21 years or over. Where an organisation or group makes a hiring, one person must be named as the responsible hirer.
6. No request for hire shall displace an existing booking, without the agreement of the party affected, with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national elections.

Premises

7. The Village Hall is available for hire for any lawful purpose. The premises are not offered as being suitable for any specific purpose.
8. The main hall and the small meeting room are the two principal letting areas. Users booking the Main Hall may normally use all the building's facilities and car park as part of the hiring. The facilities include the kitchen, toilets and entrance hall and, *when not separately and concurrently let to another hirer*, the small meeting room and associated facilities¹.
9. Although the main hall and small meeting room may be booked for use concurrently by different hirers there are some restrictions due to limited access arrangements:
 1. The small meeting room will not be available for separate booking when the main hall is being used by children/young people/vulnerable adults' groups.
 2. Similarly, the small meeting room will not be available for booking when the main hall is being used for a private party, election purposes or similar.

Hiring and Charges

1. **Regular Users:** Private individuals, 'commercial' users (e.g. classes) or other hirers (e.g. non-profit-making or charitable groups) who use the hall on a regular, usually weekly or monthly, basis will attract reduced hourly rates.
 2. **Private Users:** Private individuals (e.g. for parties, receptions), 'commercial' users (e.g. fairs), other hirers using the hall on an irregular/one-off basis will attract a standard hourly weekday rate.
 3. **Local Government:** Local Authority, County or District users. This group will attract reduced hourly weekday rates at the discretion of the Management Committee.
11. Set up and clear up time required should be included within hire period booked. Should an event finish late in the evening, time may be permitted for clearing up the following day, if the hall is available. This must be agreed in advance.

¹ NB There will be no reduction in Main Hall hire rate if the Committee Room is separately hired.

12. Hire charges will be reviewed and annually by the Management Committee as part of the normal budget setting process.

Booking and Invoicing

15. All occasional hirers will be required to pay at least 7 days in advance of their hire period, once invoiced by the committee.

16. Regular users will be invoiced at the end of every month in arrears.

Cancellations

17. The Village Hall reserves the right to cancel any hiring by written notice to the hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or local Government election or by-election,
- the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring,
- the premises becoming unfit for the use intended by the Hirer, or
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any of these circumstances, the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

To be reviewed not less than biennially.

Date V1 adopted by the Management Committee: 2nd April 2026

Date Next review: April 2028

Annex to Hiring Policy - Hiring Procedures

1. All booking enquiries will be made to the booking manager either by email or via Hallbookingonline in the first instance. If the booking

request does not meet standard hiring criteria the request may be referred to the Management Committee.

2. The booking manager will normally respond to booking enquires within 48 hours by email.
3. All booking requests must be made via Hallbookingonline and the Hirer must accept the Conditions of Hire in order to submit the booking request.
4. The booking manager will maintain the bookings record and associated on-line calendar that is available to view via the hall's website, using Hallbookingonline.
5. The booking manager, where necessary, will draw the attention of the hirer to the standard (and any special) terms and conditions and other hiring guidance available via the hall's website.
6. Where appropriate, the Management Committee will check that DBS certificate(s) are held by individuals or groups where children or vulnerable adults respectively will be involved.
7. Where appropriate, the booking manager will advise hirers of the requirement to give a Temporary Event Notice (TEN) to the Local Licensing Authority and the process for doing so. The booking manager will retain a copy of the endorsed TEN obtained by the hirer and maintain a record of the numbers obtained each year (the Hall being limited to 15 such notices in any one calendar year). TENs are applicable for any regulated activity not covered by the hall's Premise Licence.
8. The booking manager will issue an invoice for the period of booking.
9. Block bookings for **Village Groups** and **Regular Users** will only require one hire agreement per block booking. New block bookings will need to be made for each calendar year.
10. Cheques and monies received by the booking manager including security and other deposits, will be passed to the Treasurer for banking.
11. All cheques must clear with the bank before hire takes place.
12. A receipt will be issued by the booking manager for all payments.
14. Keys will be collected from and returned to the designated key safe at the hall.

15. Where necessary, an appropriate member of the Management Committee will meet and greet new users at the hall, drawing the hirer's attention to health and safety requirements, controls for lighting and heating, disposal of waste and any other items as the Management Committee sees fit.