

EDMONDSLEY PARISH COUNCIL

Hall Letting Policy

Date Adopted:	14/03/19
Review Date:	08/01/26
Version no.:	3

1. Edmondsley Parish Hall is owned and managed by Edmondsley Parish Council. The Parish Hall has a policy of letting their facilities for the benefit of the community and to generate income from users including external organisations in the locality.
2. Edmondsley Parish Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. Edmondsley Parish Hall does however; reserve the right to refuse, at their absolute discretion, to let facilities particularly where the letting may be to the detriment of the Hall, its staff and the local community.
4. The management and bookings of all external lettings is the responsibility of the Parish Clerk. The use of Hall for external purposes may be subject to restrictions (eg **if the centre is needed as a Polling Station or Parish meetings**)
5. All users and hirers must comply with Health and Safety regulations and must discuss their requirements with the Parish Clerk prior to the event.
6. No alcohol should be brought upon the premises unless authorised to do so. If authorised to do so, you must take away all your empties.
7. No animals to be brought into the Parish Hall unless authorised to do so.
8. The charge of the room hire is £20 for the first hour, then £5 per hour thereafter. This is for a maximum of 6 hours. A £20 non-refundable deposit to be paid via bank transfer to secure the booking. The balance is to be paid 7 days prior to the booking via bank transfer or cash. Regular users when not attending, must pay half the fee of the regular amount. Regular users must sign a hire agreement before hiring the hall.
9. The main room, kitchen and toilets must be left in the way in which you found them, cleaning equipment is available to use.
10. You must check with the Parish Clerk to see if the Parish Councils insurance will cover your activities, or if you require you own.
11. You must not tie balloons to any light fittings outside the building.
12. No balloon / helium gas canisters to be left behind.
13. The latest the hall can be hired to is 11pm. The hall must be fully vacated by this time.

14. Do not touch the heating control, this will be set for your arriving and please do not help yourself to any refreshments stored in the kitchen.
15. If you are hiring the hall on an evening, please consider our neighbours. Any form of complaint from neighbours will result in you not hiring the hall again for that purpose.
16. A hiring agreement will be provided, and must be completed by the hirer.

If you would like to book the Parish Hall contact Sarah Gemmell (Clerk & Responsible Financial Officer) on 07778897161 or email clerk@edmondsleyparish.gov.uk

Clerk:.....

Date:.....

Chairman:.....

Date:.....