



Harriston Village Hall CIO – Hire information

Harriston Village Hall CIO welcomes bookings from individuals or groups from the local community, from hirers outside of Harriston Village and from the public sector and business. Hall users must comply with the terms of the hire agreement. Oversight of the bookings process lies with the Trustees. We will not hire the Hall to persons under 18, and the Trustees or premises managers have the discretion to refuse bookings that they deem inappropriate e.g. unsupervised teenage parties, gaming events etc. All bookings are made pursuant to this Hiring Policy along with instructions for the use of the hall.

These written Policies and Procedures are an integral part of the contract for hire.

Health and Safety
Equal Opportunity
Child protection and vulnerable adults

They are available within the Hall and can be provided via email at the hirers request by emailing harristonvillagehall@gmail.com or by contacting the secretary on the details at the bottom of the page. There is a charge for the use of the Hall to cover heating, lighting, water and insurance purposes etc. per hour or part.

Harriston Village Hall is available for hire for authorised events. Facilities include:

- a] The Main Hall suitable for a variety of functions such as parties, celebrations, dances, rehearsals, meetings etc.;
- b] kitchen facilities with electric water boiler, cooker, fridge crockery and cutlery;
- c] Ladies and gents toilets
- d] We also have a tuck shop which we can arrange to be opened for a short time if requested.

Harriston Village Hall CIO is operated entirely by volunteers, is a Registered Charity, and whilst a not for profit organisation seeks to recoup costs with an element of any hire income going towards annual running costs, replacing, updating and refurbishing contents in the current building.

Cost of Hire 2020-2021

To hire the Hall the present cost is £10.00 per hour for people on Harriston Village inclusive of use of the premises and its facilities, electricity and water. Maximum capacity of the Hall - 80 people.

To hire the Hall the present cost is £10.00 per hour for people that do not live on Harriston village inclusive of use of the premises and its facilities, electricity and water. Maximum capacity of the Hall - 80 people.

To hire the Hall commercially the cost is £25.00 per hour inclusive of use of the premises and its facilities, electricity and water. Maximum capacity of the Hall - 80 people.

Cancellation Fee

Cancellation fee, if the Hall is cancelled 48 hours before hire there will be no cancellation fee.

If the hall is cancelled 24 hours before, the cancellation fee will be half the total booking amount. If less than 24 hours' notice is given for cancellation you will be required to still pay for the amount of time your booking was booked for.

Hirers are responsible for the sensible, courteous and clean operation of the premises paying respect to the privacy of our neighbours.

They must agree to abide by the Safety Checklist and Instructions attached to the Booking Confirmation. All events **must** finish at 22.30 Sunday - Thursday [Friday and Saturday at 23.45] with the premises vacated by the public before 23.59. Smoking is strictly prohibited and against the law inside of Harriston Village Hall.

To hire the Hall please contact Mrs Janice Barker, Secretary at the address on the bottom of this page.

Bookings

For an accepted booking the cost must be paid at least 2 days prior to the event.

Cheques made payable to Harriston Village Hall CIO must be paid at least 10 days prior to the event to allow the cheque to clear.

Harriston Village Hall Trustees, reserves the right to refuse an application if it considers any aspect of the hire to be undesirable.

Secretary: Mrs. Janice Barker, 23 Harriston, Aspatria. CA7 2ED Tel: 016973 23570
Email: harristonvillagehall@gmail.com



Harriston Village Hall CIO – Hire information

Setting up and Clearing up time

Harriston Village Hall Trustees will allow 30 minutes free before the start time to allow for setting up, if extra time is required the cost will be calculated for every extra 15 minutes at a quarter of our hourly rate.

Harriston Village Hall Trustees will allow 30 minutes free for clearing up and tidying up at the end of the said time. If extra time is required the cost will be calculated for every extra 15 minutes at a quarter of our hourly rate.

The event organiser is responsible for ensuring the hall is clean and tidy, ensuring all perishable and normal rubbish is placed in the appropriate bin outside of the hall.

The hirer is responsible for reporting any accident/incident that may have occurred in the accident/incident book in the kitchen, also verbally to the premises manager on closing the hall.

There is also a defects book for writing any faults, breakages or damage occurring in. The hirer is responsible for any damage occurring in the hall and will be billed should damage occur.

In the event the hall is left in an unsatisfactory condition, the trustees will get cleaners in to the hall and invoice the hirer, which must then be paid within 7 days or the Trustees will add interest at 1% for each day this money is outstanding.

Please note that Harriston Village Hall CIO will not accept any liability for loss, damage or injury to people or their property. Cars left outside of the village hall at left at your own risk Harriston Village Hall CIO will not accept any liability for loss, damage or theft to any cars left outside the village hall.

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(Hirer to keep this part)

I understand and accept the terms and conditions of hiring Harriston Village Hall.

I would like to book Harriston Village Hall on:

at Time..... Until Time

I will/will not require extra time to set up Clearing up (how long will be required)

Reason for hire

Signed

Please ensure you have read all the terms and conditions before signing this page and the following page which needs to be handed back to the Secretary of Harriston Village Hall.

Once we have checked the date is free we will confirm your booking along with a list of hiring instructions.

If a bouncy castle is used in Harriston village hall it is at the owners own risk, no liability is accepted by Harriston Village Hall CIO and Trustees.

We would strongly recommend that you ensure that public liability is in place.



Harriston Village Hall CIO – Hire information

(Please hand this part to the booking secretary or another Trustee when booking the Hall)

I understand and accept the terms and conditions of hiring Harriston Village Hall.

I would like to book Harriston Village Hall on:

at Time Until Time

I will/will not require extra time to set up Clear up..... *(How long will be required)*

Reason for hire

Signed Print Name

Address

Telephone: Mobile.....

If a bouncy castle is used in Harriston village hall it is at the owners own risk, no liability is accepted by Harriston Village Hall CIO and Trustees.

We would strongly recommend that you ensure that public liability is in place.

Please ensure you have read all the terms and conditions before signing this page and the following page which needs to be handed back to the Secretary of Harriston Village Hall.

Once we have checked the date is free we will confirm your booking along with a list of hiring instructions.