

SANDON VILLAGE HALL COMMITTEE OF MANAGEMENT

www.sandonvillagehall.webs.com

BLOCK BOOKINGS AND COMMERCIAL HIRE

1. **Booking** – Persons wishing to arrange a regular hire of Sandon Village Hall must complete the appropriate application form and pay a deposit. Applications may be accepted up to 1 year in advance of the date of booking. **SVHCM** reserve the right to decline any application.
2. **Termination of Hire – One month's written notice** shall be given to the **SVHCM** by the Hirer of intention to cancel the hire, or charges will continue. **One month's written notice** will be given by **SVHCM** to cancel a booking for any reason.

There have been occasions when block booking organisations have wished to cancel one of their regular bookings due to non-requirement of the hall for the particular date in question and, to clarify:-

The booking for the majority of organisations, is made on a 'block' basis, these booking blocks coinciding with **school term dates**. (Essex County Council).

Organisations do not have an automatic right to use the hall during usual school holidays, whether main or half-term. A separate booking should be made for any booking requirement falling within a school holiday.

A booking is made for each organisation on receipt of the dates and times required. Notice to cancel block booking arrangements must be made in writing by email or letter.

Organisations are liable for the fees due on all bookings during each block booking period, whether or not the hall is actually used. This is a consequence of having guaranteed use of the hall on a regular basis, which precludes any possibility of an alternative letting.

3. A Fire Assessment Update must be undertaken by each Block Booking or Commercial Hirer on an annual basis and submitted to the **SVHCM Fire Assessment Officer** at the appropriate time.
4. Hirers must comply with the Children's Act 1989.
5. **Hirers must supply a copy of their insurance cover before use of the hall.**
6. **SVHCM** reserve the right to close the hall for any necessary or essential work to be carried out.
7. **KEY DEPOSIT** **SVHCM** require a **KEY** deposit at the time of initial booking. (Charged at current key cutting rate.) This money will be returned at the end of hiring assuming that the key is returned together with any duplicate keys that have been cut. **SVHCM** require the names of duplicate key holders and full contact details.
8. **Hirers will be invoiced monthly and payment made within 7 days by cheque to the Treasurer or by bank transfer arrangement.**

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