



Welwick Parish Hall

North Lane, Welwick, HU12 0SJ

Charity Reg. No.1083040

HALL HIRING POLICY AND PROCEDURES

Written – March 2026

Review – March 2028

1. PURPOSE

This policy sets out the principles, procedures and conditions under which Welwick Village Hall is hired.

It is intended to:

- Ensure fair and consistent management of bookings.
- Provide clear guidance to hirers.
- Support the safe and proper use of the premises.

This policy should be read in conjunction with the Hall Hire Agreement and Terms and Conditions of Hire.

2. GENERAL PRINCIPLES

Welwick Village Hall is a community facility managed by the Village Hall Committee for the benefit of the local community.

- The premises are available for hire for lawful purposes only.
- The Committee reserves the right to refuse any booking.
- Hirers must comply with all conditions of hire and relevant legislation.
- All users must respect the hall, its facilities, and neighbouring properties.

3. EQUALITY

No hirer will be treated less favourably on the grounds of age, disability, gender, race, religion, sexual orientation, or social background.

4. TYPES OF HIRER

The Committee recognises the following types of hirer:

- Casual Hirers – one-off or occasional bookings.
- Regular Hirers – repeat bookings (e.g. weekly groups).
- Commercial Hirers – those operating for profit.

The Committee reserves the right to determine the appropriate category and hire rate.

5. BOOKINGS PROCEDURE

1. All booking enquiries must be made through the Bookings Manager.
2. Bookings will be provisionally held until confirmation is received.
3. A completed Hall Hire Agreement and deposit are required to secure the booking.
4. The balance must be paid in accordance with the Terms and Conditions.
5. Hirers will be provided with:
 - Hall Hire Agreement and Terms and Conditions of Hire.
 - Booking Form.
 - Relevant policies where applicable.

6. CHARGES AND DEPOSITS

- Hire charges are set and reviewed annually by the Committee.
- A non-refundable deposit is required at the time of booking.
- The balance must be paid in advance of the event.
- A damage deposit may be required at the Committee's discretion.
- Deposits may be withheld if the hall is not left in a satisfactory condition.

7. CANCELLATIONS

- Cancellations must be made in accordance with the Hall Hire Agreement.
- The Committee reserves the right to cancel a booking in exceptional circumstances.
- Any refund will be at the discretion of the Committee.

8. ACCESS AND SECURITY

A member of the Committee will unlock the hall prior to the hire and will return at the end of the hire to secure the premises and set the alarm.

During the period of hire, the hirer is responsible for ensuring the premises remain secure and not left unattended.

The following information is provided for hirers:

- Light switches are located to the right of the kitchen door.
- Front door keys are located on the key board to the right of the kitchen door.
- Heating is controlled remotely via a Hive system; the thermostat is located next to the serving hatch and toilets.
- Cleaning equipment is stored in the cupboard next to the rear emergency exit (key on kitchen key board).

9. HEALTH AND SAFETY

The hirer is responsible for ensuring that all activities are carried out safely and in accordance with relevant health and safety legislation.

The hirer must:

- Ensure adequate supervision at all times.
- Carry out a risk assessment appropriate to their activity where required.
- Provide appropriate first aid cover for their event.
- Ensure all fire exits are kept clear and accessible.
- Ensure the number of attendees does not exceed the hall capacity (100 people).

All accidents, incidents or equipment faults must be reported to a Committee member as soon as possible.

10. USE OF FACILITIES

Hirers may use the facilities available within the hall subject to the following:

- Kitchen cupboards are labelled and equipment may be used.
- All items must be cleaned and returned after use.
- The premises must be left clean and tidy.

- All rubbish must be removed from site.
- Furniture must be returned safely to storage areas.

11.SAFEGUARDING

For bookings involving children or vulnerable adults:

- Hirers must have appropriate safeguarding arrangements in place.
- Relevant DBS checks must be held where required.
- Activities must comply with current safeguarding legislation.

12.LICENSING AND LEGAL COMPLIANCE

Hirers are responsible for ensuring compliance with:

- Licensing laws (including alcohol and entertainment licences).
- Health and safety legislation.
- Food hygiene regulations (where applicable).

13.INSURANCE AND LIABILITY

- Hirers are responsible for any damage caused during the hire.
- Appropriate insurance must be in place where required.
- The Village Hall accepts no responsibility for loss or damage to personal property.

14.DATA PROTECTION

Personal data will be processed in accordance with UK GDPR and used only for managing bookings and related administration.

CCTV is in operation for safety and security purposes.

15.RESPONSIBILITIES OF THE COMMITTEE

The Committee will:

- Maintain the premises in a safe condition.
- Ensure appropriate insurance is in place.

- Manage bookings fairly and consistently.
- Provide clear information to hirers.

16. BOOKING MANAGER – ROLES AND RESPONSIBILITIES

The Booking Manager is responsible for the effective administration of all hall bookings and for ensuring that hiring procedures are followed consistently.

The Booking Manager will:

- Act as the main point of contact for all booking enquiries.
- Respond to booking enquiries in a timely manner.
- Maintain an accurate and up-to-date booking diary.
- Provisionally hold bookings until confirmation is received.
- Issue Hall Hire Agreements, Booking Forms, and relevant documentation.
- Ensure completed booking forms and payments are received prior to hire.
- Keep appropriate records of bookings and payments.
- Provide hirers with relevant information regarding:
 - Access arrangements.
 - Health and safety requirements.
 - Use of facilities.
- Ensure that any necessary licences or documentation (e.g. for alcohol, music, or safeguarding) are identified and requested where appropriate.
- Liaise with the Committee regarding any concerns about bookings or hirers.
- Arrange access to the hall (including coordinating opening and closing where required).

- Report any issues, damage, or concerns arising from hire to the Committee.
- Ensure compliance with data protection requirements when handling personal information.

The Booking Manager may exercise discretion, in consultation with the Committee where necessary, when determining suitability of bookings, hire categories, and any special arrangements.

17. REVIEW OF POLICY

This policy will be reviewed every two years or sooner if required.

Appendix A

End of Hire Checklist

Before leaving the hall, the hirer must ensure that:

General

- All areas used are left clean and tidy.
- All rubbish has been removed from the premises.
- Any spillages have been cleaned.

Furniture

- Tables and chairs are wiped clean and returned to their storage areas safely.
- Furniture is stacked safely and not over-stacked.

Kitchen

- All crockery, cutlery and equipment used have been washed, dried and returned to cupboards.
- Kitchen surfaces are clean and left in a hygienic condition.

Safety and Security

- All electrical equipment brought into the hall has been removed.
- All lights are switched off.
- Windows are closed.
- External doors are secured.

Final Checks

- Any damage or breakages have been reported to a Committee member.
- Any accidents have been recorded in the Accident Book.
- The hall is left in the same condition as found.

Appendix B

Hirer Information Sheet

Welcome

Thank you for booking Welwick Village Hall. This sheet provides key information to help you use the hall safely and ensure it is left in good condition for the next user.

Please read this carefully before your event.

Access to the Hall

- A member of the Committee will unlock the hall before your booking.
- They will return at the end of your hire period to lock up and set the alarm.
- Please ensure the hall is ready to be vacated at the agreed time.

During Your Hire

You (the hirer) must:

- Be present throughout the hire period.
- Ensure the premises are kept secure.
- Supervise all guests and activities.
- Respect neighbours, particularly after 10:30pm.

Key Locations

- Light switches: to the right of the kitchen door.
- Heating thermostat: next to the serving hatch and toilets.
- Cleaning cupboard: next to the rear emergency exit (key on kitchen key board).
- Front door keys: on the key board to the right of the kitchen door.

Heating is pre-set via Hive but can be adjusted using the thermostat if needed.

Kitchen Use

- Kitchen cupboards are clearly labelled.
- Crockery, cutlery and equipment may be used.
- All items must be:
 - Washed.
 - Dried.
 - Returned to their original place.

Please leave the kitchen clean and ready for the next user.

Cleaning and Rubbish

You must:

- Leave the hall clean and tidy.
- Remove all rubbish from site.
- Clean any spillages.
- Return furniture to storage areas.

Health and Safety

You are responsible for safety during your hire.

Please ensure:

- Fire exits are kept clear at all times.
- You are aware of fire exits and evacuation procedures.
- The number of people does not exceed 100 persons.
- Children are supervised at all times.

First Aid

A First Aid Kit is located in the kitchen.

You are responsible for providing adequate first aid cover for your event.

In Case of Emergency

- Fire: Evacuate the building immediately and call 999.
- Assembly point: Village Hall car park.
- Do not re-enter the building until authorised.

Report all incidents to a Committee member as soon as possible.

Equipment and Electrical Items

- Any equipment you bring must be safe and in good working order.
- Do not use unsafe or damaged equipment.
- Do not bring LPG appliances, barbeques, or flammable substances into the hall.

End of Hire Checklist

Before leaving, please ensure:

- All areas are clean and tidy.
- Tables and chairs are returned.
- Kitchen is clean and equipment put away.
- All rubbish is removed.
- Lights are switched off.
- Windows and doors are secured.

Reporting Issues

Please report:

- Any damage or breakages.

- Faulty equipment.
- Accidents or incidents.

Contact:

Jo Wood – 07513 237 140

Thank You

Thank you for helping us keep Welwick Village Hall a safe and welcoming space for the whole community.