

Ravensworth Village Hall Hiring Policy

Ravensworth Village Hall is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy statement

1. The hiring agreement is a formal contract.

All hiring is subject to standard conditions of hire which form the basis of a Hiring Agreement that must be signed by the hirer at the time of booking.

2. There is NO storage facility on site for hirers.

3. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place

4. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:12.

5. Hirers are required to pay in full at the time of booking.

6. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and tenable condition following the hiring.

7. The hall is available for sessions defined as morning (8.00-12.00); afternoon (13.00-17.00); evening (18.00-22.00). Half an hour is allowed before and after each session for setting up and clearing up.

8. The hall may be hired for a shorter period than a session – an hourly rate will apply. (The minimum hiring will be 2 hours)

9. Hirings which extend beyond one session will be charged an hourly rate with a minimum charge of 2 hours per session

Charges will be set and reviewed from time to time by and at the discretion of Ravensworth Parish Council.

The charges will be based on a standard hourly rate for the following classes of hirer:

Ravensworth residents: £8.00

Non Ravensworth residents: £10.00

Businesses: £15.00

10. Hirer's attention will be drawn to the Information for Hirers posted on the Notice Board.

11. The contact details of the Bookings Secretary will be posted on the outside of the building.

12. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.

13. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring.

Fire policy for hirers

The person hiring hall will be known as the “responsible person” If the hirer is not present at the event then an adult attendee must be nominated to be the responsible person.

The responsible person must ensure all fire doors are not obstructed and extinguishers are readily available.

The responsible person must inform all attendees of the following fire drill.

In the event of a fire:

- Any person discovering a fire shouts” FIRE”
- All persons immediately leave the building without collection of possessions
- No matter how small the fire, contact the Fire Brigade 999 and give address:
Ravensworth Village Hall, The Green, Ravensworth, Richmond, DL11 7ET
- Any attempts to extinguish fire by a competent person must only occur IF considered safe to do so
- All evacuated attendees will muster on parking area opposite entrance. The responsible person will take a role call.
- Upon arrival of the Fire Brigade, the responsible person will make themselves known to and operate with the fire officer in charge
- When all the above is completed, the responsible person shall report the incident by telephone to one of the numbers below:

Carol Robinson 01325 718622

Andrew Ayres 01325 718537
