

# GOREFIELD PLAYING FIELD ASSOCIATION

Registered Charity No. 1051382

## HIRING POLICY & PROCEDURE

**Version 2**

**Dated: 17 October 2013**

## **HIRING POLICY**

Gorefield Playing Field Association Committee hereafter known as 'The Management Committee' is governed by a Conveyance dated 19<sup>th</sup> May 1972 as amended 10<sup>th</sup> May 2010; Deed of appointment dated 2<sup>nd</sup> April 1993 and Scheme of the Charity Commissioners dated 13<sup>th</sup> May 1999.

The aims and objectives of the said governing document are to provide a Committee to manage the provision, maintenance and improvement of the playing field, play and exercise equipment in the Gorefield Adventure Patch and the pavilion. The aims, objectives and area of benefit have been referred to when setting out this hiring policy. The area of benefit of said trust is the Parish of Gorefield.

All employees, volunteers and trustees must abide by this policy.

### **Premises**

1. Any part of the field or building is available for hire individually or in any combination for any lawful purpose.
2. The premises are not offered as being suitable for any specific activity.
3. Separate rooms of the building may be booked for use by different hirers concurrently; foyer, toilet and kitchen facilities may be shared in this situation.

### **Hirers**

No potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location.

The Management Committee referred to the above statement when setting out this hiring policy.

1. Hirers must be aged 18 years old or over.
2. Where a hiring is made by an organisation or group of people, one person must be named as the responsible Hirer.
3. No request for hire shall displace an existing booking with the exception of requirements in case of an emergency/exceptional circumstance, as deemed by the Management Committee, or as a polling station for use at local government or national election.
4. Hire for 16th to 21st birthday parties is restricted to Gorefield residents.
5. Local groups wishing to hire the hall will have precedence over outside groups or commercial hirers.
6. All hire is subject to the conditions of hire set by the Management Committee. A set of standard conditions of hire will be given upon confirmation of each booking.

## **Charges**

1. Hire charges will be as set by the Management Committee. These will be reviewed annually.
2. Set up and clear away time will be included within the period of hire.
3. All occasional hirers will be able to secure their booking with 10% of the total hiring fee (minimum £10).
4. An additional security deposit will be required at least 14 days prior to period of hire, for applicable rates see hire charges. Payment of this will also act to secure the booking.
5. Security deposit payments will be refunded after an event providing that the hiring officer is satisfied that the hall and its perimeter have been left in a satisfactory condition. If the hiring officer is not satisfied a decision may be left to the Management Committee.
6. All payments, made by cheque, either as a security deposit or hiring fee, will only be accepted up to 14 days prior to period of hire.
7. Block bookings from local user groups will be invoiced on a quarterly basis in advance of their first period of hire.

## **Cancellations**

1. Any monies already paid will normally be refunded by the Management Committee in full for hirings cancelled up to 6 weeks in advance of the hiring date. However, the Management Committee shall not be liable to make any further payment to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.
2. A hirer cancelling an event with less than four week's notice will normally be charged up to 25% of the hire charge if no alternative booking can be made for the same period of hire.
3. Hirers will be liable for the full charge for any bookings cancelled retrospectively.

## **HIRING PROCEDURE**

1. All booking enquiries will be made to the Booking Officer or Treasurer in the first instance.
2. The Booking Officer will respond to booking enquires within 24 hours either by phone or email.
3. The Booking Officer will hold the booking diary for hiring the facilities. In the case of an electronic diary the Booking Officer will keep this maintained and up to date.
4. The Booking Officer will *provisionally* book periods of hire until a signed copy of the hire agreement, accompanied by a deposit of 10% (minimum £10) of the hiring fee, the full hiring fee or the security deposit, has been received.
5. The Booking Officer will issue a copy of the Hiring Policy and Procedure to each hirer along with an Application Form and the Conditions of Hire. The hirer will be asked to sign and return the Application Form, which will be consecutively numbered.
6. Numbered copies will be kept in a file by the Booking Officer.

7. The Booking Officer will be responsible for ensuring that relevant licences (PPL for commercial hirers) and/or CRB certificate(s) are held by individuals or groups where the playing of music and/or children or vulnerable adults will be involved. The Booking Officer will note the certificate or licence number on the booking form.
8. The Booking Officer or Treasurer will issue an invoice for the period of hiring citing the numbered hire agreement as reference.
9. Block bookings will only require a hire agreement per block session.
10. Cheques received by the Booking Officer will be passed immediately to the Treasurer for banking.
11. Security deposit cheques may be held in hand and returned at end of hire at the discretion of the Booking Officer.
12. All presented cheques must clear with the bank before hire takes place.
13. A receipt will be issued by the Booking Officer or Treasurer for all advance booking payments.
14. The Booking Officer will meet and greet new users, drawing the hirer's attention to health & safety requirements, controls for lighting and heating, disposal of waste and any other items as the Management Committee sees fit.
15. The Booking Officer or Treasurer will recommend to the Management Committee that a cheque is raised to return compensation or loss of revenue deposit after he/she is satisfied that all conditions of hire have been adhered to.

As agreed and adopted by the Gorefield Playing Field Association Management Committee meeting on 17 October 2013

Signed on behalf of the above \_\_\_\_\_  
Chairman

Next review due by: October 2014