

# WALDRIDGE PARISH COUNCIL

## Parish Rooms Hall Letting Policy

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Adopted by:	Full Council
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Version no.:	3

1. Waldrige Parish Rooms is owned and managed by Waldrige Parish Council. The Parish Rooms has a policy of letting their facilities for the benefit of the community and to generate income from users including external organisations in the locality
2. Waldrige Parish Rooms shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. Waldrige Parish Rooms does however; reserve the right to refuse, at their absolute discretion, to let facilities particularly where the letting may be to the detriment of the rooms, its staff and the local community.
4. The management and bookings of all external lettings is the responsibility of the Parish Clerk. The use of rooms for external purposes may be subject to restrictions (**e.g. if the rooms are required as a Polling Station or for Parish Council meetings**)
5. All users and hirers must comply with Health and Safety regulations and must discuss their plans with the facilities manager prior to the event.
6. All users and hirers must agree to comply with the Parish Council's Safeguarding policy.
7. Any accidents must be recorded in the accident book, and reported to the Parish Clerk as soon as possible.
8. No person is allowed to go upstairs unless authorised to do so.
9. No alcohol should be brought upon the premises unless authorised to do so.
10. No animals to be brought into the Parish Rooms unless authorised to do so.
11. The charge for room hire is £5.00 per hour for regular hire, £10 per hour for one-off hire, and £5 per hour for parties.
12. The main room, kitchen and toilets must be left in the way in which you found them.
13. As parking in the village is limited, we ask everyone to consider the residents and park responsibly.

14. You must check with the Parish Clerk to see if the Parish Council's insurance will cover your activities, or if you require you own. Where the hire is not covered by the Parish Council's insurance, the Clerk will require evidence of your Public Liability Insurance.
15. A minimum of 48 hours notice of cancellation for any booking must be given to the Parish Clerk. Any cancellations made after this time will incur a one hour charge, at the rate specified at the time of booking.

**If you would like to book the Parish Rooms contact Sarah Wilson on  
07961 790 990**

**Signed hirer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed Parish Clerk** \_\_\_\_\_ **Date** \_\_\_\_\_