



## Fen Drayton Village Hall (FDVH) Hiring of Premises Policy

### Purpose

The purpose of this policy is to provide guidelines to ensure that all individuals and groups associated with the management and use of the hall are aware of Fen Drayton Village Hall (FDVH) aim to support a provision through the hiring of the hall, to promote the best interests of the charity.

### Scope

Our aim is to make the Village Hall the social hub of our community. The individuals falling within the scope of this policy include the committee and Trustees who are promoting and managing the hall on behalf of the community and charity and all users of the hall.

### Guidelines

Fen Drayton Village Hall is available to all members of the community and to organisations outside of that community providing that the trustees are of the opinion that such an activity does not conflict with the Trust's Governing Document.

The Hall is maintained both for:

1. The staging of activities by the Village Hall Committee for the general good of the community of Fen Drayton and Neighbouring Villages
2. The hiring of the hall by local user groups and the general public.

Use of the hall for a function where the primary objective is deemed to support the best interests of FDVH beneficiaries will take precedence over other uses. Every attempt will be made to accommodate other prospective users.

As a general principal when two or more prospective hirers apply for the same date and their requirements do not allow for compromise, the earliest application will take preference.

Hirers will agree to recompense the Hall for damage and breakages occurring because of their activities.

Hirers wishing to serve alcoholic drink must ensure that they are complying with Licensing Laws.

Any individual or group wishing to hire the hall where children or vulnerable adults will be present must acknowledge that they are aware of and agree to FDVH Safeguarding policy.

Hirers will be given a written agreement with the above requirements and will be expected to sign their assent.

### **Charging Structure**

The hourly charge for the Fen Drayton Village Hall will be reviewed and set by the Trustees annually, bearing in mind the costs incurred in maintaining the Hall and in line with the charges common among similar village halls.

At the discretion of the trustees, activities deemed to be of outstanding service to the community may be offered discounted charges for both Hall and equipment.

Date: 16<sup>th</sup> October 2025

Review Date: 15<sup>th</sup> October 2026

Chair Fen Drayton Village Hall

