



Charity Number: 1160538
Policy Documentation

HIRING & PRICING POLICY

Policy Reference	o6
Status	Approved
Original Author	Jo Innes
Date Written	5 th March 2018
Date Approved on	9 th April 2018

1 Introduction

This policy details the general guidelines and pricing for hiring the centre.

2 Definitions

Term	Definition
Area of Benefit	The locality supported by the centre. See Area of Benefit – Road Names on our website https://www.book-online.co.uk/eastcott/
Centre	The social hall managed by the Committee: Eastcott Community Centre, Savernake Street, Swindon, SN1 3LZ e-mail: eastcottcommunity@yahoo.co.uk
Committee	The trustees who manage and run the Centre
Statutory Organisation	Is an organisation holding regulatory powers prescribed by law

3 Why the policy exists

To ensure that the committee can meet its commitment to;

- provide a service at times that people want to use the hall
- be respectful to local residents in terms of potential noise disturbance from the centre and carpark
- ensure volunteers can safely open and close the centre

4 Scope

All centre bookings are covered by this policy.

5 Responsibilities

Role	Responsibility
Committee	To approve hire rates and review any non-standard bookings

6 Policy

6.1 Hiring the centre.

This policy should be read in conjunction with Hire Terms and Conditions. These are available on the website (<https://www.book-online.co.uk/eastcott/pages/policies>)



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The centre is available to hire for private parties, public events and block bookings within the centre opening hours:

- Sunday to Thursday 8am - 9.30pm
- Friday and Saturday 8am - 10.30pm

All bookings need to include time to set up/down any equipment needed and the centre must be left in a clean and tidy state at the end of their booking.

The committee reserves the right to take into consideration the local residents when bookings are requested which involve loud music or alcohol.

The **Organisation** is a non-party political charity and community centre. In order to follow charity law and the governing document, it is essential that the organisation and centre is not associated, or perceived to be associated, with any political party or party-political position/activity.

Under the centres existing premises licence, films can be shown as long as the hirer has the correct 'non-theatrical' film licence allowing the film to be shown. Please note: The terms of the licence will confirm if the hirer can charge for the film or not.

6.1.1 Private Parties

The Centre will accept bookings for private parties, i.e. attendance by invitation only. If alcohol is to be served, the party must be completed by 6pm.

6.1.2 Public Events

A public event is when the activity is open to the public. This includes Commercial activities, AGMs and charity fundraisers.

Alcohol can only be sold if:

- a Temporary Event Notice (TEN) is obtained from Swindon Borough Council. If a TEN is required, please raise this at the time of booking.
- the event is covered by the hiring organisations own insurance.
- there is a named responsible person.

6.1.2.1 Party political

The Organisation acknowledges that certain meetings can be beneficial to enable residents to gather information or express an opinion about local issues, however as a non-political organisation any hire requests from a political party would need further consideration.

To accept such a booking the event must be aimed at increasing opportunities for local residents meaning the event must:

- Not be a rally or an event aimed at gaining support or increasing membership for the political party, or a fundraiser.
- Be held by a local branch of a political party registered with the Electoral Commission.
- Be an issue of local interest to the residents of the centres area of benefit.
- Make no link whatsoever made between the centre and the political party - other than informing people of the venue.



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Any breach of the above conditions may result in a formal complaint to the Head Office of the party concerned.

Where the organisation is not a political party, but the issue is political the request will be considered on a case by case basis.

6.1.2.2 Activities involving children

If the booking involves an activity with children where a parent, guardian or carer is not present then the following additional documentation is required.

- Activities involving children form (see website <https://www.book-online.co.uk/eastcott/>)
- Evidence of compliance with safeguarding legislation

6.1.3 Regular (block) bookings

A regular (block) booking is when the centre is booked for regular sessions.

Bookings will be accepted until 9.30pm. Later times are available subject to approval.

Regular hirers are eligible to have keyholders. 2 keys are assigned free per group (on completion of Standard DBS, lone worker and key holders form) and after a 3 month probationary period.

An additional 2 keys per group will be provided at the cost of £30 each to cover DBS per person, key cutting and administration.

If the activity involves children you must complete a child protection form annually.

6.2 HIRE RATES

The hire rate depends on the purpose of the hire.

FROM APRIL 2018	Small hall – per hour	Large hall – per hour
Standard rate: Private party bookings where resident is not from area of benefit Commercial/statutory/not charity	£12.50	£15
20% reduction from standard: Private party bookings where resident is from area of benefit Charity/not for profit/community where 50% or less from area of benefit	£10	£12
30% reduction from standard: Charity/not for profit/community where 50% or more from area of benefit	£8.75	£10.50

In order to apply for a discounted rate, the hirer may need to provide evidence that:

- The hirer resides within the area of benefit. See website
- Over 50% of the participants are from the area of benefit.
- The main reason for offering the activity, is to bring something extra to the local community.
- It is a charity/not for profit/community or commercial activity.



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7 Associated Policies

Policy Name	Policy Ref
Hire Terms & conditions (this is not a policy, but supporting document)	

8 Version Control

Version	2.5	Date created on	5 th March 2018
Rational for changes	Amalgamate 5 policies and supporting documents into 1		
Status	Approved		
Revision Author	Rebecca Campbell & Jo Innes		
Date Approved On	09/04/18	Review Date	April 2019
Approved By			
Name	Role	Date of signature	
Committee		See minutes	
Incremental changes			
Version	Date	Rational for update & committee meeting approved in	
2.1	10/09/18	Inclusion of premises license and films Discussed and approved in committee meeting 11/6/18	
2.2	01/04/19	Inclusion of Activities involving children	
2.3	20/06/19	Updated area of benefit	
2.4	07/10/19	Transferred Activities involving Children form and Area of Benefit to website	
2.5	27/03/20	Eastcott Community Centre, rather than Savernake Hall	