

# WALPOLE PARISH FOUNDATION RECREATION TRUST (WPFRT)

*Charity Number 267815*

Walpole  
Community  
Centre

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Centre

## Hiring Policy & Procedures

Updated March 2025

### **HIRING POLICY**

Walpole Parish Foundation Recreation Trust hereafter known as 'WPFRT or The Management Committee' is governed by a Conveyance dated 17/06/1974.

The principal objects of the charity is that the trust property is to be used in the interest of social welfare for the benefit and with the objects of improving the conditions of the life, of the inhabitants, of the parishes of Walpole Saint Peter and Walpole Saint Andrew, in the county of Norfolk, and the provisions thereon of such facilities for recreation and other leisure time activities.

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

#### **Premises**

1. Any part of the fields 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; Main Hall and Garden Room, toilet 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 21 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. 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.

Walpole Community Centre, Summer Close, Walpole St. Andrew, Wisbech, Norfolk, PE14 7JW  
[WWW.WALPOLECOMMUNITYCENTRE.CO.UK](http://WWW.WALPOLECOMMUNITYCENTRE.CO.UK)

## **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 £15).
4. An additional security deposit will be required at least 30 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 card of BACS, either as a security deposit or hiring fee, will only be accepted up to 30 days prior to period of hire.
7. Block bookings from local user groups will be invoiced on a monthly basis in advance of their first period of hire.
8. Additional charges will be charged per every 15minutes of time over your hire time at a rate of £20 per additional 15mins.. I.e. hire time booked until 8pm...8.14pm no charge, 8.15pm £20 charge.

## **Cancellations**

1. Any monies already paid will normally be refunded by the Management Committee in full for hiring 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 30 day's notice will normally be charged up to 100% 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 WPFRT via the website.
2. The Booking Clerk will respond to booking enquires within 48-72 hours via the website.
3. The Booking Officer will provisionally book periods of hire (hire held for up to 48hours) until a signed copy of the hire agreement, accompanied by a deposit of 10% (minimum £15) of the hiring fee, the full hiring fee or the security deposit, has been received.
4. The Booking Officer will be responsible for ensuring that relevant licences (PPL for commercial hirers) and/or DBS 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.
5. The Treasurer will issue an invoice for the period of hiring citing the invoice number and date of hire agreement as reference.
6. Security deposits can be paid via bacs or card.

7. 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.
7. The Booking Officer or Treasurer will recommend to the Management Committee that a refund is raised to return compensation or loss of revenue deposit after he/she is satisfied that all conditions of hire have been adhered to.

On behalf of The Management Committee

*J Roper*

Jade Roper

Chair Person

*Next review due by: 20<sup>th</sup> March 2026*