

# Booking Policy for Upton Village Hall

The underlying principle for Hall bookings is low cost / high utilisation to offer the local community a diverse range of activities across the age range.

## Policy clauses

1. There are differential rates for Community, Commercial, Private Users (see website for current rates). The membership of user groups is open to the public without discrimination, private bookings, such as parties, are by nature restricted but are limited in number and take up otherwise available slots in the calendar.
2. Regular bookings (weekly or community monthly) take priority when establishing the next year's calendar during the autumn. After this is completed 'casual' bookings are then considered as they are raised.
3. Sufficient slack and flexibility is retained at weekends to allow community events to be added during the year at short notice.
4. Booked periods include for arrival / set-up / clear-up / leaving site. This enables 'back to back' bookings to operate successfully.
5. Independent bookings of main hall and meeting room take into account any potential clashes of other facilities (car park, kitchen etc) but the two groups are encouraged to co-operate for the common good.
6. All unconditional bookings are honoured unless circumstances make the facility unavailable for use. Some bookings need to be conditional to cater for occasional overriding requirements (such as shutdowns or major community events not defined at the year start). When these cancellations occur we seek to help our customers find alternative venues.  
When Users cancel then one months notice is required to avoid the booking fee.
7. Adult private parties are only accepted under certain special conditions (see website for detail). Daytime private parties for local children are encouraged.
8. Consideration has been given to requiring deposits for casual bookings but rejected due to there being no strong evidence to date of the need and a wish not to place our caretaker in a difficult position if the return of withheld deposits are being vociferously demanded.

## Associated other UVH policy documents

H&S Child supervision and (Proc 10)Safeguarding children and vulnerable adults.

Licensing requirements – alcohol and entertainment.

(Use of the Hall during ) Wintery conditions.