

# Eglise Armee des Vainqueurs

## Community Centre

Charity Number: 1110970

### HIRE & LETTINGS POLICY

Community spaces in the Eglise Armee des Vainqueurs Centre are available for hire by the local community, local organisations, businesses, partner organisations and community groups. This policy aims to provide a consistent approach to dealing with applications for hire and ensure that hirers and Trustees (the Committee) know their responsibilities.

#### **Booking any community space within Eglise Armee des Vainqueurs**

1. All hiring is subject to the standard conditions of hire, which form the basis of the Hire Agreement, which the hirer must sign at the time of booking. The Hire Agreement is a formal contract. Copies of the standard conditions of hire are displayed within the building and can be obtained from the Secretary on request.
2. Hirers must clearly state the purpose of hire on the booking form and indicate if any licensable activities will occur. Where a hirer proposes to alter or change the purpose of hire, the Secretary shall be notified not less than seven days before the proposed change would take effect so that it can be determined if the change is consistent with the charity's policies, aims and objectives.
3. Bookings cannot be accepted from any person under the age of 18. In the case of private parties for young people, the hirer must be aged 18 or over and undertake that there will be a sufficient number of adults present during the event.
4. The Committee, at its sole discretion, reserves the right, without giving reasons, to decline any booking where it considers that to do so is in the interests of the charity, local community, or other centre users or is necessary to comply with the aims and objectives of the charity.

#### **Hire charges**

5. Hire charges are set by the Committee and reviewed annually. Charges are set at a level which aims to be affordable to the local community but ensures that operating costs are covered, and the building is self-financing.
6. The Committee has the discretion to deviate from standard charges where it considers this is necessary or appropriate in the interests of the charity or local community.
7. Hire is charged by the hour.
8. Where the building is used for commercial purposes, the standard charge will be increased by 50%.

#### **Payment**

9. Full payment is required before the period of hire. For one-off bookings and private parties, a 50% deposit is required at the time of booking.
10. Monthly/credit payments can be offered to groups/organisations with long-term bookings at the discretion of the Committee.

11. Payment can be made by cash, cheque (payable to "Eglise Armee des Vainqueurs") or BACS. The Association's bank details can be obtained from the Secretary or Treasurer.

12. Where payment is not received before the hire period or accounts remain outstanding, the Committee reserves the right to cancel the booking/future bookings until the outstanding amount due has been received.

### **Deposits**

13. Hirers may be asked for a refundable cash deposit to be paid in advance of the hire period, where it is considered appropriate given the purpose of the hire. The deposit will be returned if the premises are left clean, tidy and tenanted at the end of the hire period, and no damage has been caused.

### **Access**

14. As a gesture of goodwill and where other bookings permit, access will be provided to the room 30 minutes in advance of the hire period. The room must be tidied and vacated by the end of the hire period, and where additional time is required, this will be charged at normal rates. Where rooms are not vacated on time or not left in a suitable condition, additional charges may be made.

15. Hirers should be aware that during their hire period, other rooms may be used by others and should be mindful of this when using the communal areas. Where exclusive use of the building is required, this will be charged at normal rates.

16. Hirers should familiarise themselves with the Emergency Procedures notices located on the noticeboards throughout the building. In the event of any queries, the Secretary should be contacted.

## **Eglise Armee des Vainqueurs**

**July 2022**