



Lettings Policy – November 2024

Introduction

- Woodlands Village Hall Dorset is a registered charity whose purpose is to run a village hall and to promote for the benefit of the inhabitants of the Parish of Woodlands and neighbouring area the provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of the said inhabitants.
- The village hall is made available by the trustees for private hire to individuals, local interest groups and charitable, religious and commercial organisations in accordance with the purposes set out in our constitution. The village hall is also made available for community benefit events run by committee members of the charity and local residents for the benefit of the wider community.
- The village hall is not available for hire to political groups or for the promotion of a particular religious organisation.
- The marketing service offered by the trustees is not intended to promote one particular organisation over another and will not be offered if this is deemed to be the case.
- Fundraising events (and promotion of such events) may be permitted at the discretion of the trustees.
- The hall is not available for hire to persons under the age of 18.
- All hiring decisions are at the sole discretion of the trustees.

Terms and Conditions and the Hiring Agreement

Whenever any part of the village hall premises is let, a written hiring agreement should be in place so that both the trustees and the hirer know their rights and responsibilities. The hiring agreement ensures that both parties fully understand their responsibilities in relation to the hire, establishing a clear contract between them and allows the hirer to agree to our Terms and Conditions.

It is a key document because it passes responsibility for the hall to the person named on the hiring agreement for the period of the hire. This includes compliance with all the hall's principles, procedures and policies and relevant legislation.

The contract enables the trustees to:

- enforce the terms of hire (T&Cs);
- protect the charity, its property and its trustees;
- ensure the safety of the hirer(s) and ensure they are covered by the hall's insurance;
- ensure compliance with our policies, procedures, relevant legislation and;
- ensure compliance with the charity's constitution and its license.

A letting cannot take place unless a hiring agreement has been completed. The T&Cs will be reviewed by the trustees from time to time but they are non negotiable.



Categories of Lettings and Associated Charges

This policy defines seven categories of lettings and associated charges as follows:

1. Local interest and hobby groups (not for profit groups)
Standard 20% discount for regular, repeat bookings.
2. Semi commercial (groups run for profit but have a local community element such as pilates classes, etc)
Standard rate to be charged with discretionary discount for repeat bookings.
3. Commercial
Double standard rate
4. Private hire
For hirers living in our area of benefit we offer a standard 30% discount.
5. Woodlands Church of the Ascension, Woodlands Methodist Church and charitable organisations whose area of benefit aligns with ours
 - No hire charge. A hiring agreement must be completed and the standard refundable deposit is required.
 - For charitable organisations the hire charge exemption applies so long as the charity's activities directly benefit the inhabitants of our area of benefit.
 - Donations made by the hiring organisation in support of the hall's running costs can be accepted but should not be solicited.
6. Charitable organisations whose area of benefit is not aligned with ours
 - Where a non-local charity wishes to hire the hall, the hire charge exemption will apply under the following conditions:
 - a) The hire must be for a fundraising event. Standard hire charges will apply for meetings or other business functions and;
 - b) The charity must demonstrate that the event will benefit our local community. Examples include: local participation in the event, potential for future collaboration, raising awareness of the charity's purpose locally, raised funds will support initiatives that benefit the local community or have a broader impact on residents.
 - A hiring agreement must be completed and the standard refundable deposit is required.
 - Donations made by the hiring organisation in support of the hall's running costs can be accepted but should not be solicited.
7. Performances
Refer to trustees. Bespoke arrangements required.