

WILLINGHAM PARISH COUNCIL
PLOUGHMAN HALL BOOKINGS POLICY
Amended February 2017

Hire Charges

The standard rates for hire of the Ploughman Hall are set out in the attached booking forms and will apply to all hirings not covered by one of following variations or exceptions

The hall will be made available without charge, on request, as follows:

- To the organisers of the Willingham Feast for any events on Feast Sunday and, if not otherwise hired, for any events on the evening of Feast Friday.
- To Willingham Scouts or Guides for one fund raising event each calendar year.
- To Willingham Library for an event held for the educational benefit of the children of Willingham.
- To the organisers of an event to raise funds for a charity or organisation with charitable purposes which directly and/or substantially supports the residents of Willingham, for one fund raising event in a calendar year.
- WPC will consider hire without charge for one off events to raise funds in response to any humanitarian emergency recognised by the Disasters Emergency Committee.

The Hall will not be made available without charge to organisers of other events intended to raise general funds for other charities.

If a public sector body wishes to hire the Hall for internal meetings they will be treated as a commercial organisation. If the public sector body is hiring the Hall to offer a service to the residents of Willingham it will be charged as a community and education hirer.

Definitions

Standard Bookings: apply to commercial and private hire that do not fall into either community and education, regular user or under 18 rates.

Under 18s Party bookings : apply to private hirers only.

Community and Education bookings : non profit making organisations based in Willingham or providing educational and/or social opportunities for the residents of Willingham.

Regular user bookings: hirers making a block booking of weekly or monthly sessions

Off peak rate: applies to regular users only - Monday to Friday 11.30 am to 2.30 pm (where regular slots are not already pre-booked – see booking form for charges)

Standard rate: Any time outside off-peak days and times.

Bulk booking discount: This will apply to any regular user booking exceeding 6.25 hours booked per week as follows: The first 6.25 hours to be charged at full hall rate. Additional weekly hours to be charged at a 50% discount.

Marquee

Hirers of the Ploughman Hall may erect a Marquee in its grounds with an additional fee of £150 or 50% of the hire fee, whichever is lower. The marquee may not be attached to the Hall with any fixings that involve drilling holes or create similar damage. The ground should be left as found. An additional security deposit of £100 will be requested and will be retained in full in the event of any breach of the above conditions.

Outside Organisations

Ploughman Hall hirers are allowed to use outside, third party organisations to provide items such as entertainment or food. All third party organisations must provide evidence of their relevant safety certificates and public liability insurance prior the event taking place and demonstrate that all portable electrical equipment has been adequately PAT tested.

Animals

Ploughman Hall hirers may bring animals to an event but entirely at their own risk. Animals will remain the full responsibility of their owners.

If the animals are provided by professional organisations like the Reptile Experience or the Raptor Foundation, they can be brought into the Hall by their handlers. Otherwise all animals are to remain outside the Hall at all times.

Fire Pits/BBQs

Fire pits/BBQs may be permitted if the Council consents (subject to prior request and completion of appropriate paperwork). These must be supervised at all times by an adult and entirely at the hirers own risk. The BBQ must not be brought inside the hall for any purpose, including storage; should be located at least 5 metres from any doorway and must be removed at the end of the hiring. Ash and coals must also be taken away at the end of the hiring. In the case of a fire pit the fire must be extinguished before the user leaves the site and the all turf will be replaced as soon as is practical.

In both cases an additional security deposit of £100 will be payable at time of booking in the event of any damage or breach of the above conditions.

Bouncy Castles

The Council may permit the use of a bouncy castle in the hall subject to prior request and completion of the appropriate paperwork.