



Mr D Temple
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Hiring Policy

Framwellgate Moor Pavilion Building is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy statement.

1. All hiring is subject to standard conditions which form the basis of a Hiring Agreement that must be signed by the hirer at the time of booking. The Hiring Agreement is a formal contract.
2. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place
3. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:12. This is reduced to 1:8 for children under 7 and 1:6 for pre-school children.
4. Hirers may be required to pay in full at the time of booking. This will be at the discretion of the booking officer (Clerk????) after consultation with the Chair of the Parish Council
5. If pre-payment is not required from hirers they will be invoiced at no greater frequency than monthly.
6. Hirers may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and tenable condition following the hiring.
7. Bookings can be on a one off basis or a repeat booking over several weeks or months (long term bookings). Details are to be shown on the Hire Agreement. Long term hirers will be encouraged to set up a standing order to pay hire charges.
8. Each hall is normally available for hire in one hour “slots” that in fact will last for 55 minutes to allow a change over period of 5 minutes with the next hirer. The hall may be hired for shorter periods—the rate will be pro-rata the hourly rate.
9. Charges will be set by the Parish Council and reviewed annually in January. New rates will become effective at the date set by the Council (Normally the 1st of the month after the AGM).
10. The Parish Council at its discretion will subsidise temporarily at a rate to be decided
 - Long standing groups where numbers have declined significantly and standard charges become unaffordable.
 - Groups that are small but serve a public service (eg Playgroup)



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Such arrangement will be reviewed regularly and decisions made on whether to continue.

11. Hirer's attention will be drawn to the Information for Hirers issued with each Hire-Agreement..
12. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.
13. The Bookings Secretary will forward a copy of every payment invoice to the Parish Clerk (Treasurer) together with the fees collected for each hiring.