

Preamble

Clapham-cum-Newby Village Hall operates, as a registered charity, under a constitution created when it was granted to the community by the Ingleborough Estate. The constitution governs its activities and the way in which it is managed. It is primarily a community venue, so its focus must be on supporting and enabling community events. It operates a bookings system, administered by its Bookings Secretary, to ensure that these can be run smoothly, and makes a charge for bookings to offset its running costs and enable re-investment in facilities.

Version and modification history

This policy is reviewed annually. Version 1 was drawn up in December 2023 to accompany the deployment of the new online booking system and ratified at the following Committee meeting. Version 2 was adopted in August 2025 to accompany the new Fire Safety Policy due to come into effect in October 2025. This is version 3 which was created in April 2026 to reflect the requirement for sole use bookings when safeguarding issues might arise.

Policy

1. Community groups wishing to hire the hall can do so using its online bookings system or, for more complex enquiries, can approach the Bookings Secretary for guidance. Private or commercial use is also permitted, but such bookings must be managed to ensure that they do not dominate over community events. It follows that the Committee may decline to accept a private or commercial booking to ensure that this balance can be met.
2. The Committee agrees and publishes a "Hire Rates" sheet" which sets out the hire fees for use of the building and its facilities. These fees are to be applied equally to all bookings, in a fair and transparent manner, such that no one group is favoured over any other.
3. The hall is hired out "per session" with three sessions – a morning session which runs from 8am until 1pm, an afternoon session which runs from 1pm until 6pm, and an evening session which runs from 6pm until midnight – available on each day that the hall is open. Sessions can be booked singly or together. When a morning session is booked, hirers can gain access from 7am for setting up purposes but should not open their doors to attendees until the 8am start time. Those hiring evening sessions are reminded that our licence requires everyone to be off site, including any clearing up time, no later than midnight. If additional time is required for set-up and takedown then this may need to be booked, at the prevailing rates, at the same time as the hire itself.
4. The hall is hired out either "by room" or "as a whole". The individual rooms comprise the Main Hall and the Supper Room, the latter of which can be booked either by itself or in conjunction with the Kitchen. If only part of the hall has been booked, the Committee is free to hire out any remaining facilities separately such that there may be different groups in the building at the same time. For those groups requiring sole use, or where their planned activities may be noisy or otherwise disturb any other group using the hall, or for events where they may be safeguarding issues, then it will be necessary to hire the whole building.
5. All bookings are treated fairly and equally, and on a first-come, first-served basis. Once a booking is accepted, it will appear in the calendar and the appropriate timeslot and facilities will be reserved for the hirer.

6. The Committee may offer discounted hire rates in certain clearly defined circumstances.

- I. A "Discounted" rate is available to groups who hire 10 or more sessions a year, to a predetermined schedule, and where those sessions are open to all members of the community (irrespective of whether or not an entry fee is charged) or are in furtherance of a charitable cause.
- II. A "Coffee Morning" rate is available for "whole building" hires by community groups wishing to raise funds for themselves or for charitable causes.
- III. An "Exhibition Rate" is available to groups who book multi-day hires for the purpose of a public exhibition or fayre. This provides a discount for the second and subsequent days of any such booking, subject to a limit of no more than 5 weekdays and any included or adjacent weekends. The maximum hire period for an exhibition/fayre is thus 9 days.

For any hire, the Bookings Secretary will determine whether a discounted rate can be applied, and a booking may be declined if a discounted rate has been requested but is not appropriate.

7. The Bookings Secretary will alert the Committee or it's Executive if they receive a request for a booking by an inappropriate party or for an inappropriate use, and the decision of the Committee or Executive as to whether to accept or decline the request will be final.
8. The Committee has adopted a comprehensive Fire Safety Policy which makes it clear that the hirer will appoint a Fire Safety Manager who will be the responsible person for fire safety matters throughout the period(s) of their hire. The Committee reserves the right to decline a booking request, or to summarily cancel a booking, if it becomes evident that fire safety measures have not been, or are not being, adequately addressed.