



THE MANDEVILLE HALL, KIMBOLTON

Registered Charity No: 302646

### HIRING POLICY & PROCEDURE

The Mandeville Hall Management Committee is governed by a foundation deed dated 29 October 1969. The aims and objectives of the said governing document are the provision and maintenance of a village hall for the use of the inhabitants of Kimbolton/Stonely and the neighbourhood. The area of benefit of the said trust is Kimbolton/Stonely and the neighbourhood. The aims, objectives and area of benefit have been referred to when setting out this hiring policy.

All employees, volunteers and trustees of the Mandeville Hall must abide by this policy when taking bookings.

#### **1. Premises**

- 1.1. Both halls are available for hire individually or in any combination, for any lawful purpose.
- 1.2. The premises are not offered as being suitable for any specific activity.
- 1.3. Separate rooms of the building may be booked for use by different hirers concurrently; each having separate toilet and kitchen facilities

#### **2. Hirers**

- 2.1. No potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, or sexual orientation.
- 2.2. Hirers must be aged 21 yrs or over.
- 2.3. Where a hiring is made by an organisation or group of people, one person must be named as the responsible Hirer.
- 2.4. No request for hire shall displace an existing booking with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national election.
- 2.5. Hire for 18th or 21st birthday parties is restricted to Kimbolton & Stonely residents.
- 2.6. Local groups (Residents of Kimbolton & Stonely) wishing to hire the hall will have precedence over outside groups or commercial hirers.
- 2.7. All hire is subject to the conditions of hire set by the Mandeville Hall Management Committee. A set of standard conditions of hire will be given upon confirmation of each booking.

2.8. The Mandeville Hall Management Committee do not accept TENS (Temporary Events Notices)

### **3. Charges**

- 3.1. Hire charges will be as set by the Mandeville Hall Management Committee. These will be reviewed annually.
- 3.2. Set up and clear away time will be included within the period of hire.
- 3.3. All ad-hoc hirers will be required to secure their booking with 100% of the total booking fee payable 14 days prior to the event.
- 3.4. An additional security deposit of £100 will also be required for ad-hoc bookings. For bookings that include the use of the bar the security deposit will be £200.
- 3.5. Security deposits will be refunded after an event providing that the trustees are satisfied that the hall and its perimeter have been left in a satisfactory condition and the signed completion of the Entry/Exit check list.
- 3.6. All payments made by cheque, either as security deposit or advance booking fee, will only be accepted up to 14 days prior to period of hire.
- 3.7. Regular block bookings from all user groups will be invoiced on the 1<sup>st</sup> of each month and must be paid within 14 days of issue.

### **4. Cancellations**

- 4.1. Any monies already paid will normally be refunded in full for hirings cancelled up to 30 days in advance of hiring by the Mandeville Hall Management Committee. The Mandeville Hall Management Committee shall not be liable to make any further payment to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.
- 4.2. A hirer cancelling an event with less than 30 days' notice will be charged up to 50% of the hire charge if the hall cannot be rebooked for the same period of hire. A hirer cancelling an event with less than 7 days' notice will be charged 100% of the hire charge.
- 4.3. Hirers will be liable for the full charge for any bookings cancelled retrospectively.

As agreed and adopted by the Mandeville Hall Management Committee at their meeting held on 12<sup>th</sup> August 2025

Signed on behalf of the above:

**Chairman**

To be next reviewed: August 2027

## **The Mandeville Hall – Hiring Procedure**

- All booking enquiries will be made online at <https://mandeville.lemonbooking.com/>.
- Customers must register their details to create an account on the booking system.
- The booking Administrator will confirm or reject the booking enquiry within 48 hours either by phone or email.
- The booking Administrator will hold, either hard or electronic copy of the halls booking diary for the Mandeville Hall.
- The booking Administrator will be responsible for ensuring that relevant licences (PPL for commercial hirers) and/or a DBS certificate(s) are held by individuals or groups where the playing of music and/or children or vulnerable adults respectively will be involved. The booking Administrator will note the certificate or licence number on both relevant booking form
- Block bookings will only require a hire agreement per block session.
- All payment cheques must clear with the bank before hire takes place.
- A payment receipt will be issued from the LemonBooking system for all booking payments.
- All ad-hoc bookings will be managed on the day of the event by a Mandeville Hall Trustee
- The Trustee taking responsibility for the event will meet and greet the hirer at the hall, drawing the hirer's attention to health and safety requirements, controls for lighting and heating, disposal of waste and any other items as the Management Committee sees fit.
- The Trustee taking responsibility for the event will recommend to the Treasurer that a refund is made to return the security deposit or part thereof after he/she is satisfied that all conditions of hire have been adhered to.

As agreed and adopted by the Mandeville Hall Management Committee at their meeting held on 12<sup>th</sup> August 2025

Signed on behalf of the above:

**Chairman**

**To be reviewed: August 2027**