



Meadow Close, Tarvin CHESTER CH3 8LY Reg Charity No 506560

BOOKING POLICY

Tarvin Community Centre is a registered charity. Its governing document requires it to provide and maintain a community centre for the use of the inhabitants of the parish of Tarvin without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

Role of Management Committee

- To set the terms and conditions for the use of the Centre
- To ensure the good repair and cleanliness of the rooms and facilities and the health and safety of users, and to ensure that consideration is shown to neighbouring residents
- To set the lettings charges and review them annually (usually at the February meeting to take effect from the following 1 April), ensuring that they generate sufficient income to maintain the Centre in a sound financial condition

Role of the Bookings Clerk

- To liaise with prospective hirers and process bookings
- To explain the charges to hirers and ensure they understand them
- To ensure that hirers are familiar with health, safety and fire procedures and all other relevant policies of the Committee
- To maintain a register of key-holders and to control the issuing of keys to and their return by responsible persons as appropriate
- To maintain the web-based calendar of bookings which is the only authorised record of bookings and can be accessed at www.tarvincommunitycentre.org

NB the role of Bookings Clerk may be a stand-alone Committee role or combined with another Committee position, depending on circumstances. Subject to the agreement of the Committee, other members of the Committee may take bookings but must do so in liaison with the Bookings Clerk

Lettings charges

In setting its charges the Committee will have regard to the Charity Commission's guidance on public benefit. Charges will be set at a level which is affordable, with a scale of charges which favours village organisations who pay the lowest rate

Differential lettings charges apply as follows:

1. Village Organisations i.e. groups, organisations or individuals based or resident in Tarvin parish and offering activities primarily for Tarvin residents. At the discretion of the Committee, events organised to support a charity not specific to Tarvin parish may be included in this category if there is a strong local connection

2. Outside Organisations i.e. groups and organisations based outside Tarvin parish, including charities not specific to Tarvin parish (but see above) and small businesses providing activities for Tarvin residents

NB Attendance at all activities in categories 1 and 2 must be open to members of the public without discrimination

3. Business, Government and Local Authority. This category includes principal local authorities, NHS and other governmental bodies, and commercial undertakings
4. Private Parties (Children up to 12 years of age)
5. Private Parties (Other) – includes hirings by individuals for private activities e.g. band practice

Weekend lettings will be for a minimum of 3 hours and carry a 20% surcharge over normal rates

Booking periods must include sufficient time for arrival/setting-up and clearing-up/leaving the premises. Unless other arrangements have been agreed by the Committee, hirers are responsible for setting up all tables, chairs, equipment etc., putting them away after use and leaving the premises in a clean and tidy condition ready for the next hire

Use of the kitchen, equipment and other facilities is included in the room hire, as is use of the car park. Hirers of the Hall have priority over hirers of other rooms, but such use is not exclusive unless the hire is for the whole of the premises. If there is more than one hirer using the premises at any one time, hirers are asked to show consideration and minimise any disturbance or inconvenience to other users.

Hirers must agree to and abide by the booking terms and conditions which are available on the website and will be explained to them by the Bookings Clerk or other Committee member

When accepting bookings the Committee will give priority first to regular users (village and other organisations), and secondly to one-off bookings by village organisations and residents.

The Bookings Clerk will aim to keep some flexibility within the calendar to allow for one-off bookings at short notice. The Committee promotes a programme of entertainment and cultural events for the benefit of the whole community: in order to accommodate these events regular bookings will not be accepted for Friday and Saturday evenings

Occasionally it may be necessary to cancel or amend bookings, either for reasons outside the Committee's control (e.g. flood, interruption to power supply) or to accommodate another event (e.g. polling station use, major community event). The Committee will endeavour to keep these occasions to a minimum and to provide as much notice as possible.

Payment terms are 14 days from receipt of the invoice. 14 days' notice is required to cancel a booking. Cancellation less than 14 days in advance of the hiring will incur a charge of 50% of the lettings charge (this charge may be waived at the discretion of the Committee)

The Committee reserves the right to

a) refuse a hiring if it believes that it may be in breach of the terms of the charity or of the Community Centre's premises licence, may bring the Community Centre into disrepute, may cause offence or annoyance to residents or other building users, may involve illegal activity or significant risk of damage to the premises and its contents;

b) require a hirer to pay a refundable deposit of up to £500 where it believes there is a significant risk of damage to the premises and its contents. The cost of making good any actual damage or breakages will be deducted from the deposit

Approved by the Tarvin Community Centre Committee of Management, 6 March 2018

Signed *Sue Hardacre*

Signed *Jane Lush*

Sue Hardacre (Deputy Chairman)

Jane Lush (Secretary)