

## **WOODBOROUGH VILLAGE HALL** **BOOKING POLICY**

1 Users who hire the village hall on a regular monthly basis may only be allowed to make up to 11 hirings in the 12 month period.

2 Users who hire the village hall on a regular weekly basis may only be allowed to make up to 48 hirings in the 12 month period.

3 All users, who would like to hire the village hall for a session presently used by a regular user, must attend the committee room in the village hall on the day and time notified by the Parish Council to make their requests.

This meeting will usually be held in May of each year to deal with booking for the following year.

Requests will be considered from all parties attending and then a decision will be made.

They will not be dealt with on a first come first served basis.

4 Priority to continue to make regular bookings will be given to existing users.

5 At the meeting the booking's clerk and the parish councillor present will allocate the bookings to those attending as fairly as possible. It is hoped that the parties will reach agreement between themselves. If agreement cannot be reached then the parish councillor present will decide by the drawing of lots.

6 The booking request will then be confirmed to the user who will complete a booking form and the booking will be binding on the user. The booking will be entered in the bookings diary.

The Parish Council will only vary or cancel the booking in an emergency.

7 Saturday evenings

The hall is very popular on Saturday evenings and accordingly the Parish Council does not allow regular booking in excess of 1 per calendar month from any person or group. Saturday evening bookings are taken on a first come, first served basis and are not dealt with at the bookings meeting.

If a Saturday evening is free 1 calendar month before the date required, it may be booked by any party (including users who have a monthly booking for Saturday evenings) .

8 Adhoc users will continue to book the village hall, as at present, by telephoning the caretaker on 0115 9126524. Bookings are accepted on a first come, first served basis. Bookings may be made up to 2 years before the event.

Updated 3<sup>rd</sup> June 2014