

REGISTERED CHARITY NUMBER 272206

BELSTEAD VILLAGE HALL CHARITY TRUST

BELSTEAD VILLAGE HALL MANAGEMENT COMMITTEE

(BVHMC) LETTINGS POLICY GUIDANCE

REGISTERED CHARITY NUMBER 272206

- 1. The Hall is available at the discretion of the Booking Agent and the Management Committee**
- 2. Our licence conditions do not allow the hire of the hall on Good Friday, Christmas Day or Easter Sunday**
- 3. Access to hall outside times stated on "Hall Charges" document to be charged at the appropriate hourly rate. Deposits must be taken for all bookings**
- 4 Proof of identity of hirer, as recommended by Suffolk Acre is required at time of booking. A passport or driving licence and a utility bill showing address are the minimum forms of identification. A landline telephone number is also required.**
- 5. Third party bookings are not acceptable. Only in exceptional circumstances will village residents be permitted to make bookings on behalf of non residents/organisations to benefit from reduced charges.**
- 6. Village Hall keys will be given to hirer at the discretion of the booking agent or committee member who will be responsible for the safe return of the keys.**
- 7. If the booking requires the sale of alcohol the Temporary Events Notice from Babergh District Council must be available for inspection at this time. This is the responsibility of the visiting bar.**
- 8. The hall shall be inspected for any signs of 'new' damage to enable deposit to be returned/retained.**

NB Proof of identity (item 3) is not required for long term repeat bookings and one- off bookings by know village residents

Keys may be given to long term and known village residents who make regular bookings.