

Guidelines on Bookings, Fees and Cancellations

1. The village hall is run by a committee that is required to use the village hall “for the advantage or benefit of the inhabitants of the parish of Perran ar Worthal and of the surrounding districts.” The purpose of these guidelines is to explain the principles used by the committee to accept bookings and charge fees. Situations may arise occasionally that fall outside these guidelines, which may not cover every eventuality. However, the committee will do its best to operate within them.

Bookings

2. Bookings, which may be made either by phone or email, can be made at any time. There is no fixed date for making bookings. This allows flexibility for those wishing to make bookings and helps to maximise the use of the hall. Booking periods for the various rooms are for fixed sessions in the morning (9.00 to 1.30), the afternoon (1.30 to 6.00), the evening (6.00 to 11.30) or all day. Fees (see below) are charged per session, regardless of the proportion of the session used.
3. The following paragraphs show the priorities of the committee in accepting bookings, in accordance with the village hall’s trust deed. Normally, bookings may be made not more than fifteen months in advance of the current date. This is done to ensure that no single group or organisation can monopolise particular bookings indefinitely without priorities being reviewed from time to time. Bookings are usually accepted on a “first come, first served” basis and, once bookings have been accepted, they will not normally be rescinded. Sometimes, however, competing requests are received and priority has to be given to one user over another.
4. Bookings for “the advantage or benefit of the inhabitants of the parish of Perran ar Worthal and of the surrounding districts” will usually be given priority over users from outside those areas. As the village hall is a registered charity and is to be used as “a place of recreation and social intercourse,” bookings for those purposes will be given a higher priority than bookings for other purposes. That means that registered charities, voluntary groups, educational establishments and individuals will normally be given priority over commercial or business organisations. As the village hall needs to generate an income to provide for the maintenance of the building, regular users of the hall or block bookings, which provide a reliable income, will normally be given priority over one-off bookings.
5. Bookings are assessed in relation to other activities taking place elsewhere in the hall at the same time. A booking for a use which appears to conflict with another booking, for example, by generating excessive noise, may not be accepted.
6. Occasionally, bookings are requested for sessions which have already been booked by another user. In order to ensure that the hall remains a facility for the use of “all the inhabitants of the parish,” the committee may ask a user who has already made bookings to forego certain bookings or switch to an alternative booking. This might affect those, for example, who have made regular bookings as far ahead as possible. It is hoped that most changes in bookings can be agreed but the committee reserves the right to alter bookings as necessary, although these changes will be kept as few as possible.
7. At all times, the committee reserves the right to allocate bookings in the best way it sees fit to discharge its responsibilities to the whole community.

Fees

8. The level of fees will be reviewed annually each November so that a budget can be set for the following financial year beginning on 1st January. Any changes to the level of fees will come into effect on 1st January. Fees will usually be increased in line with the prevailing rate of inflation. The current fees and conditions of use will be displayed on the website.
9. Once a new booking has been accepted, an invoice will be issued with a copy of the conditions of use. The committee reserves the right to request a deposit. An invoice must normally be paid in full in advance of the booking unless otherwise agreed with the committee. Failure to pay the invoice may result in the booking being cancelled. An additional fee may be levied after the event if the conditions of hire in relation to cleaning appear not to have been met.

Cancellations

10. If a booking is cancelled with more than six weeks’ notice, no charge will be levied. If a booking is cancelled with less than six weeks’ notice, a charge may be levied at the discretion of the committee if the booking cannot be re-let. If a booking is cancelled by the committee, other than as a result of the failure to pay an invoice, there will be no charge and any fees paid will be returned.