

**BROUGHTON ASTLEY PARISH COUNCIL
REGULAR USERS POLICY AND AGREEMENT EFFECTIVE FROM 1 APRIL 2016**

From 1 April 2013 'Regular Commercial Users' of the Village Hall will be entitled to receive preferential rates on charges, from those paid by occasional users. In order to define the term 'Regular User' an individual, group or organisation shall comply with the following Terms and Conditions:

1. Only after the individual, group or organisation has met on 12 occasions of equal duration during each year will the preferential rate of charges be applied to further bookings. Each twelve month period will run from 1 April to 31 March.
2. The individual, group or organisation must supply Broughton Astley Parish Council with the dates of their bookings for a 12 month period in writing by 31 March each year.
3. Should the bookings listed be cancelled, and the number of bookings filled falls below 12 occasions, the preferential rate for the remainder of the financial year and following year will not be applied.
4. Seven full days notice must be given to the Parish Council to cancel a booking. Failure to provide seven full days notice will mean the individual, group or organisation is still invoiced for the booking.
5. **All invoices must be paid within 30 days of the date of issue. Failure to do so will result in the cancellation of future bookings by the Parish Council.**
6. Any individual, group or organisation that has provided the Parish Council with an income of £5,000 and above during the course of the previous financial year will be granted a discount of 15%, as a 'High Volume' user.
7. Regular Users hire charges will be reviewed on an annual basis, in line with inflation and rises in energy costs.
8. Regular Users should assist the Parish Council in its desire to reduce carbon dioxide emission from the buildings - thus reducing energy bills, by switching off lights and conserving water where possible.
9. Regular Users of the Parish Council facilities who run activities for children and young people using paid employees and volunteers are required to declare that they have a Child Protection Policy in place and that they update their Disclosure and Barring Services (DBS) checks on a regular basis.
10. Regular Users should abide by the times of their bookings. In order that the high standard of cleanliness and building maintenance of the Village Hall is maintained for all users, the Parish Council reserves the right to allow a minimum of:
 - 30 minutes between bookings for keep fit classes, business meetings and community groups; and
 - 60 minutes between bookings for private parties, christenings, theatrical productions and playgroups
11. Regular Users who store equipment in the Village Hall must ensure:
 - that access must be maintained and available to gas and electrical supplies/meters at all times;
 - that oil based paints are not stored on the premises;
 - any electrical equipment must have been PAT tested and appropriate stickers must be displayed on the equipment; and
 - any items are stored at their own risk and that users ensure that they have a suitable insurance policy in place.
12. Regular Users are able to advertise free of charge in Broughton Matters magazine; which is delivered to each household in Broughton Astley every 2 months. However, in order to accommodate all those who wish to advertise, advertisements must be kept to a half A5 size page, in accordance with the publication policy.
13. All commercial and voluntary organisations which hire the Village Hall must possess their own public liability insurance policy, and provide a copy to the Parish Council.

In order to be defined as a Regular User and to receive a preferential rate of charges, I / my organisation agree(s) to the terms and conditions of the Regular Users Policy and Agreement, for bookings made at Broughton Astley Village Hall.

Signed Dated20

Organisation