

YARPOLE PARISH HALL

OVERNIGHT HIRE POLICY



Village/Parish Halls are occasionally hired for overnight accommodation for a variety of purposes. These could be from organisations such as Girl Guiding. Occasionally Halls may be used for emergency use, for example in cases of flooding.

There are a number of issues which need to be considered before the Parish Hall is used for overnight accommodation. The Committee should always ensure:

- The Committee and Hirers are fully aware of their responsibilities.
- That hirer has a copy of the Terms and Conditions of Hire together with any Special Conditions of Hire.
- Hirers are provided with a copy of the Fire Safety Policy.
- A deposit is paid in advance to cover non-compliance with Hire Terms & Conditions and damage.
- Inform the Insurers to ensure that the Insurer can accept any additional risks and confirm any Special Conditions.
- Provide consideration of any safety issue, especially fire safety and safeguarding.

POTENTIAL USERS

1 Guides Scouts and similar youth organisations

Youth organisations will have their own standards which will need to be met, set out by their umbrella origination. These should cover insurance and safeguarding and an appropriate ratio of adults: children.

2 Other Volunteer organisations

The Parish Hall may be used as a base for groups carrying out conservation tasks or study projects in the local area.

3 Emergency Use

There may be occasions when the Parish Hall needs to be used as a shelter or coordination centre during extreme weather events.

Consideration should be given to how costs will be recouped such as power, oil and cleaning.

4 Camping

The Committee will not permit outdoor camping on Parish Hall property.

5 Private Parties and Events

Individuals may wish to hire the Hall for events over several days e.g. for a wedding reception. These need to be considered on a case-by-case basis. This would normally be outside the usual accepted risks in the insurance policy, and the Insurers should be contacted in advance to seek advice, including any additional cost, which should be borne by the hirer.

CHARITABLE STATUS

So long as overnight accommodation is occasional only and does not interfere with regular bookings, then it should not jeopardise the charitable status of the Parish Hall or its business rates relief.

GENERAL CONDITIONS

1 Hire Charges & Conditions

Use of the Parish Hall overnight will attract a special hire charge which will require negotiation with the hirer in advance.

In advance the Hirer must be provided with the Terms & Conditions of Hire, Fire Safety Policy and other Special Conditions e.g. as required by Insurers.

Issues to consider include locking arrangements, safety checks, fire procedures, PAT testing, ventilation, up to date Risk Assessments.

Hirers are to be made responsible for ensuring that noise levels do not cause disturbance to any neighbours.

Depending on the nature of the hire the Committee may consider increasing level of the deposit.

The Hirer will be made aware of:

- General facilities available to them
- Main controls e.g. heating and circuit breakers
- The condition to leave the Hall in and necessary cleaning
- The approach if damage or non-compliance with the Hire Terms & Conditions has occurred.
- Disposal of rubbish.
- Premises to remain locked when unattended
- No cooking indoors/outside using naked flames
- All cooking activities to be properly supervised.
- Organisations must carry their own insurance and have up to date Risk Assessments
- Kitchen door is a fire door should remain closed at all times.

2 Health, & Hygiene

Food safety and hygiene regulations apply to premises where food or drink is stored and/or supplied

The Committee is responsible for ensuring the Parish Hall and in particular the kitchen and toilet/washing facilities available are acceptable to the hirer, and that they are clean and well-maintained. Hirers must be made aware of what is provided and what is not provided.

It is the hirers' responsibility to ensure the safety of the food which they are preparing /providing meets current legislative requirements.

The Hire Terms & Conditions set out the requirements where alcohol may be provided or sold. The Committee must ensure these terms are complied with.

3 Insurance

The Parish Hall's Insurer must be consulted in advance of any proposed overnight hire with details of the organisations/individuals, activities proposed and numbers attending. The Insurer may impose Special Conditions which must be shared with the hirer and depending on the activity there could be an additional premium, which the hirer should meet.

Youth organisations such as the Girl Guides have their own insurance policies however, they will need to know that the Parish Hall has its own insurance which allows overnight stays.

4 Children and Vulnerable Users

The Parish Hall Committee is responsible for ensuring that those who benefit from or use the Parish Hall are not at risk from harm in any way. There must be proper safeguards in place.

It may be appropriate to share the Safeguarding Policy.

Hirers using the Hall for activities which include children or adults at risk, other than for private parties arranged for invited friends and family, will provide either a copy of their Safeguarding Policy and evidence that they have carried out the relevant checks through the Disclosure & Barring Service when requested to do so or confirm that they have understood and will adhere to the Hall's principles and procedures with regards to safeguarding.

5 Fire Safety

The Parish Hall is required to take reasonable steps to provide premises which are free from fire hazards, provides adequate fire precautions (fire fighting equipment, fire detection equipment, emergency lighting, sufficient exits). These facilities must be maintained properly.

Prior to any overnight stay the Committee will contact the local Fire Authority to discuss if any additional arrangements need to be made.

The Hirer will be provided with the Fire Safety Policy and any Fire Risk Assessment.

Hirers proposing overnight “sleepovers” should consider implementing a waking watch (where one adult remains awake overnight to provide sufficient warning in the event of a fire situation to support the evacuation strategy).

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