Community Counts
Milnbank
Housing Association
53 Ballindalloch Drive, Glasgow G31 3DQ

TO:	Housing & Wider Role Services Sub-Committee
PREPARED BY:	Chris Chalk (DH&CI)
SUBJECT:	REVIEW OF HALL HIRE POLICY
DATE OF MEETING:	24 JUNE 2025
APPROVED BY:	Paul Martin (CEO)

HALL HIRE POLICY

CC/JUNE.2025/REF P58

HALL HIRE POLICY

CONTENTS

1. MHA's Strategic Objectives
2. MHA's Values
3. Regulatory & Legislative Compliance
4. Policy Introduction
5. Hall Hire Policy
6. Hire of Community Hall – Functions
7. Hall Hire Charges
8. Hire Conditions
9. Service Delivery
10. Equality & Human Rights
11. Data Collection
12. Monitoring & Review of Policy

1. MILNBANK HOUSING ASSOCIATION (MHA) STRATEGIC OBJECTIVES

MHA's mission is to provide excellent homes and services in a thriving community. We believe that people living in the MHA community should:

- Have warm, safe, and affordable homes, and receive excellent services from MHA.
- Live in neighbourhoods that are clean and well cared for, with real community pride.
- Have access to opportunities and services that promote a good quality of life.

2. MHA's VALUES

Working as 'One Milnbank' so that we offer the same quality of services, support and housing to all tenants and residents.

3. LEGAL & REGULATORY COMPLIANCE

The Management Committee leads and directs MHA to ensure good outcomes for its tenants and other service users. The Scottish Housing Regulator's Regulatory Framework Financial & Regulatory, Standard 2 states that The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

4. POLICY INTRODUCTION

This policy is to help guide all staff on the management of our halls so that MHA can maximise income generation and ensure there are robust steps and rules in place to protect the association and the users of our halls. It also lays out the responsibilities of any users of our halls.

5. PRINCIPLES OF THE HALL HIRE POLICY

MHA's Hall Hire Policy aims to provide guidance for staff on how the associations hall hire is facilitated. Delegated Authority for all aspects of hall hire has been granted to the Director of Housing & Community Initiatives and Community Engagement Co-ordinator.

6. HIRE OF COMMUNITY HALL - FUNCTIONS

6.1 Hire Requests

All hire requests must be made by completing a Hire of Community Hall Form (Appendix A). Hire requests will be agreed by the Community Engagement Co-ordinator in advance of the booking being confirmed.

The details for hire requests for children's parties should be completed using (Appendix B). The hall must be vacated by 4pm to allow cleaning time for evening functions.

6.2 Eligibility of hirer

The Community Hall can be hired by anyone over the age of 18 (21 years of age for evening functions). Identification must be produced.

7. HALL HIRE CHARGES

7.1 A deposit of £50 must be paid at the point of booking the let. This sum will be returned within 3 working days on the condition that no damage or breakages have occurred. An inventory of equipment will be taken prior to and immediately after all functions.

7.2 The hire fee for an evening function (7pm-12) = £120
The duration of the hire is negotiable on the basis that, to comply with licence regulations, the finishing times do not exceed 12 midnight.

7.3 For adult functions which are held for 5 hours during the day, or evening, as agreed with the Community Engagement Co-ordinator = £120.

7.4 The hire fee for day and evening functions, based on 10 hours hire, will be = £200.

7.5 The fee for local constituted and community groups (7pm–12) = £75 (no deposit required).

7.6 The hire fee for children's parties for the duration of any 2 hours between 12-4pm = £75.

7.7 The fee for an organisation hiring the hall for training, meetings or any other purpose during office hours will be £20 per hour; however, this fee may be negotiable through discussions with staff.

7.8 For any business hiring the hall, whereby entrants are being charged a fee and a profit is being made, the cost will be £35 per hour; however, this fee may be negotiable through discussions with staff.

7.9 For adult functions where the bar operates, a minimum spend of £120 is required. If less than the above is collected, the £50 deposit is nonreturnable.

7.10 In the event of a cancelled function where at least 7 days' notice has been given or in exceptional circumstances, the hire fee and deposit are returnable. Bookings shall not be processed unless a completed form, hire charge and refundable deposit has been paid in full.

8. HIRE CONDITIONS

8.1 Appointed Bar Staff will be present throughout every function, and they have the responsibility of ensuring that the hall is cleared by the stipulated time which is detailed in the Hall Hire Form.

8.2 To hire the hall, an individual must be over 18 (21 years of age for evening functions), to comply with current licensing regulations. In the event of anyone under the age of 18 consuming alcohol within the hall, the bar will close immediately, and the function ended. An Age Verification Policy operates whereby bar staff have the right to request proof of age for anyone purchasing alcohol that appears to be under the age of 25 years old.

8.3 For evening functions, the bar facility will be run under the Association's direct control. A price list of charges will be on display.

8.4 The maximum number of people allowed at any one function shall not exceed 70.

8.5 The hall cannot be hired for any political, racial or sectarian use.

8.6 The named person on the booking form must be present throughout the duration of the function.

8.7 A maximum of 5 children or as otherwise determined by bar staff on duty, are welcome to attend functions on the condition that:

- They stay clear of the bar area.
- They are prohibited from leaving the main hall area unless accompanied by an adult.
- In accordance with licence regulations, they vacate the hall by 10pm.

8.8 In terms of the Smoking, Health & Social Care (Scotland) Act 2005 smoking is strictly prohibited within the building and at the parking bays immediately outside the building. A designated smoking area is located at the end of the building. In the event that a guest ignores this request, they would be asked to leave the hall as the Association may be liable for a fine if the smoking continues. Further refusal may result in the function being ended immediately.

9. SERVICE DELIVERY

As part of MHA's aim to seek views on the services that are provided, all people who hire the Community Hall will be asked to participate in a Customer Satisfaction Survey.

10. EQUALITY & HUMAN RIGHTS

MHA's is committed to equal opportunities, and we will respond to the different needs and service requirements of individuals, and we will not discriminate against any individual for any reason outlined in Equality & Human Rights Legislation.

11. DATA COLLECTION

MHA will manage all personal data in accordance with our obligations under the GDPR regulations and the Association's Policy.

12. POLICY MONITORING & REVIEW

The Hall Hire Policy will be reviewed by the Housing & Wider Role Services Sub-Committee on a triennial basis, or as otherwise deemed necessary.

HIRE OF COMMUNITY HALL ***APPENDIX A***

The person wishing to hire the community hall must complete this document.

1) Name of person wishing to hire hall: _____

2) Address & Contact Number: _____

3) Purpose of the hire: _____

4) Date of hire: _____

5) Time: _____ (Access will be permitted half hour prior to start time)

6) Will you require the use of the kitchen (please circle): Yes No

The appropriate fee and £50 deposit must be paid at the time of booking. This deposit will be returned within 3 working days on the condition that no damage or breakages have occurred and a minimum of £100 has been spent at the bar (if applicable). In the event of a cancelled function or failure to attend, unless in exceptional circumstances, the hire fee and deposit is non-returnable.

The kitchen must be cleared by 10.30pm and the hall vacated by 12.30am to allow the keyholder to secure the premises.

No one attending a function under the age of 18 will be permitted to purchase or consume alcohol. Minimum age to hire the hall is 18 years old (21 for evening functions).

I (*print name*)_____of (*address*)_____

confirm that:

1) I agree to abide by the contents contained within this document.
2) I have been informed of the fire evacuation procedures for the building; I have been shown the fire exits and the meeting point, in the event of a fire.

Signed: _____ Date: _____

NOTE:

(1) IN THE EVENT OF ANYONE UNDER THE AGE OF 18 CONSUMING ALCOHOL WITHIN THE HALL, THE BAR WILL CLOSE IMMEDIATELY AND THE FUNCTION ENDED.

(2) IN THE EVENT THAT THE DJ FAILS TO REDUCE THE VOLUME OF THE MUSIC ON REQUEST FROM THE STAFF ON DUTY, THE FUNCTION WILL END.

(3) THE NAMED PERSON ON THE HALL HIRE FORM MUST BE PRESENT THROUGHOUT THE FUNCION.

(4) NORMALLY A MAXIMUM OF 5 CHILDREN ARE WELCOME TO ATTEND EVENING FUNCTIONS ON THE CONDITION THAT THEY STAY CLEAR OF THE BAR AREA, REMAIN IN THE MAIN HALL UNLESS ACCOMPANIED BY AN ADULT & VACATE THE HALL BY 10PM.

(5) IN THE EVENT OF THE HALL NOT BEING CLEARED BY 12.30AM, THE HIRER SHALL FORFEIT THEIR DEPOSIT.

(6) SMOKING IS STRICLTY PROHIBITED WITHIN & SURROUNDING THE COMMUNITY HALL. THE FUNCTION MAY END IF THIS RULE IS IGNORED.

HIRE OF HALL FOR CHILDREN'S PARTIES APPENDIX B

The person wishing to hire the community hall for a children's party must complete this document.

1) Name of person wishing to hire hall: _____

2) Address & Contact Number:

_____

3) Purpose of the hire: _____

4) Date of the hire: _____

CONDITIONS OF HIRE:

1) All parties must be held for the duration of 2 hours between 12noon and 4pm, access will be permitted 30 minutes before the start time.

2) The hire charge of £75, plus a £50 returnable deposit, must be paid at the time of booking.

3) A minimum of 1 responsible adult must be present throughout the duration of the party. Depending upon the number of guests, the Hall Keeper may insist that more than one adult is present.

4) The hirer is welcome to use the Association's electronic equipment to play music. If the use of any equipment is required, please notify Milnbank office prior to the party.

5) Bouncy castles, ball pools, soft play equipment etc., are permitted in the hall, however hirers are advised to only book small versions and to also check the size of this equipment with Milnbank office and the booking company.

   The Association's small bouncy castles and soft play equipment are available for hire at a charge of £30 per function with a £50 returnable deposit. This deposit may not be returned if the bouncy castle or any of the equipment is damaged during use. Age restriction of up to 7 years. (Please note, for hall capacity, only 1 of the above items can be used at any given time).

7) The hall keeper retains the right to end the party in the event of any trouble arising.

8) Owing to fire regulations a maximum of 30 children are permitted in the hall during a party.

9) Guests are asked to observe the Association's health & safety rules whilst in the community hall.

I (*print name*)_____ confirm that:

1) I have read and completed the above statement.
2) I agree to abide by the contents contained within this document.
3) I have been informed of the fire evacuation procedures for the building; I have been shown the fire exits and the meeting point, in the event of a fire.

Signed: _____ Date: _____

REGULATIONS FOR MEMBER CLUBS **APPENDIX C**

NAME OF CLUB: _____

The club will cater for (*provide a description*): _____
_____
_____

The aim of the club (*provide a description*) _____
_____
_____

Club sessions will be held (*confirm frequency*): _____

at (*day*): (*time*): _____

A ratio of (*number*): _____adults to (*number*): _____children has been implemented (if applicable).

What is the weekly charge per person? £_____

Does the Club Leader have the relevant qualifications? Yes/No

(Please confirm these qualifications): _____

Is liability insurance required by the club leader? Yes/no If yes, copy to be retained in the office.

* Any alterations as to how the club operates must be notified to staff.

* To comply with Fire Regulations, an Attendance Register must be maintained on each occasion of use.

* All clubs must operate within the guidelines of the Associations Equality and Diversity Policy.

* In terms of Health and Safety regulations, children should not enter the kitchen area.

I (*print name*)_____ confirm that:

1) I have read and completed the above statement.
2) I agree to abide by the regulations and contents contained within this document.
3) I have been informed of the fire evacuation procedures for the building; I have been shown the fire exits and the meeting point, in the event of a fire.

Signed: _____ Date: _____

Position in Club: _____