

VILLAGE HALL HIRE BURSARY GUIDANCE FOR APPLICANTS

Issued: December 2021

The Village Hall Committee wishes to support village residents to use the hall for clubs, charitable and other activities where the current hire charges are a barrier to usage. As such the committee has created a bursary to support some or all of the hire charges where appropriate. It is anticipated that this would normally be used to support hire of the meeting room, otherwise charged out at its normal rate (£6 per hour in 2021).

Eligibility

The bursary would be open to the following:

- Clubs or activities where at least one of the organisers is a village resident
- Current hire charges are a barrier to usage of the village hall
- The club or activity is not currently in the position to source funding for the hire charges from their members. This could include the club being in a start-up phase and/or a low number of members who are not able to contribute. Established clubs that charge subs would not normally be considered.
- It is expected that usage of the meeting room would fit the needs of the club or activity. Usage of the main hall would only be considered under exceptional circumstances.

Duration

If support is provided then this would initially be over a 3 month basis, subject to review for continuation or otherwise after this time. Clubs accepting support should aspire to meet the usual hire charges over time, however continued support would certainly be considered where this is not possible.

Application and approval process

The completed application should be given to a member of the village hall committee. This will then be reviewed and normally subject to a vote at the next committee meeting, after which a decision will be communicated back.

**VILLAGE HALL HIRE BURSARY
APPLICATION FORM**

Applicant details¹

Name:

Address:

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Phone:

Email:

Club/activity details²

Name:

Number of club members:

Is the club/activity new? Y/N

If already established, when?

Are subs currently charged to members? Y/N

Brief description of activities

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Hire requirements³

Room required

Kitchen access needed? Y/N

Requested meeting time⁴

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Meeting duration

Frequency⁵

Expected number of attendees

Financial support

Details of support requested⁶

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Expected duration of support⁷

Do you expect to be able to cover hire fees in the future? Y/N

Notes

1. Applicant should be a Drinkstone resident
2. Please provide the club/activity name, description of activities, and other details requested.
3. Please provide details of your needs. It is expected that the meeting room would be sufficient for the requested support, with the main hall only being considered under exceptional circumstances.
4. Please provide suitable times for the meeting. Please provide your ideal time for the meeting and additionally any flexibility that might be possible.
5. Meeting frequency i.e. weekly, fortnightly, other.

6. Please specify whether you require full or part payment of the hire fees. If part payment, please provide details of what you can cover and what support you require.
7. Please provide expected duration of the support required. If a club is in its startup phase then it would hopefully transition to a normal hire arrangement as it establishes. This field is an indication, not a commitment, and support may be available if any transition is delayed.