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**Report to Committee on Proposed Amendments to Village Hall Terms and Conditions for Regular Hirers**

**Date:** 17th October

**To:** Village Hall Management Committee

**From:** Parish Clerk

**Introduction**

This report outlines proposed amendments to the Village Hall terms and conditions concerning the access of dogs into the building, the cancellation policy for regular hirers, and the introduction of an administrative charge for cancellations. These changes aim to enhance the user experience while ensuring the operational efficiency of the Village Hall.

**Proposed Amendments**

1. **Access of Dogs into the Building**
	* **Current Policy:** The current terms and conditions prohibit dogs from entering the Village Hall, with the exception of guide dogs.
	* **Proposed Change:** To consider amending the policy to allow well-behaved dogs into the building but must remain on a lead and supervised at all times.
	* **Rationale:** Allowing dogs may increase attendance for events, however animals can never be allowed into the kitchen area. If Committee resolve to amend this term, the hirer will be the person responsible for any dogs entering the building and will be responsible for any damage, injury or mess caused. However it should be noted that the Parish Council do not have the resources currently in place to clear up should this eventuality happen.
2. **Short Term Cancellations for Regular Hirers**
	* **Current Policy:** Regular hirers must provide 28 days notice for cancellations to receive a full refund, as stipulated in the current terms and conditions. After 28 days, no refund is issued.
	* **Proposed Change:** To allow regular hirers to cancel their sessions due to problems such as short-term illness or adverse weather conditions but consider introducing a cancellation charge of £3 per hour. This fee would help cover the costs incurred through the Stripe payment processing fees and any associated staff costs related to managing cancellations. It balances the need for flexibility with the financial sustainability of the Village Hall operations.