

# BHASVIC

## VENUE HIRE POLICY

**Last Updated:**                    **MAY 2018**

**Review Date:**                    **MAY 2021**



# VENUE HIRE POLICY

## 1. Policy Statement

- 1.1 A professional and co-ordinated approach to hiring the College premises to ensure that the College maximises the potential for increasing income and raising awareness in the community.
- 1.2 The key purpose of hiring College venues is to increase income whilst ensuring the reputation of the College is maintained.
- 1.3 The venue hire strategy and marketing plan is prepared annually with the goal of achieving points 1.1 and 1.2 above.

## 2. Policy Scope

- 2.1 Venue hire is the process by which College venues are hired to external organisations for the purpose of running events and other activities outside of the normal College day.
- 2.2 This policy applies to those employees of the College who have direct involvement with any aspect of hiring out our venues.

## 3. Strategic Aims

- 3.1 To achieve an increase in income, thereby making more resources available for supporting our teaching objectives which in turn attracts students and staff to the College.
- 3.2 To provide benefits for students wherever possible, for example by considering the Education for Life objectives and the College mission statement.
- 3.3 To maintain links between administrative, estates and technical staff and all other staff of the College in order to promote a co-ordinated and engaged approach to venue hire.
- 3.4 To circulate information on forthcoming and recent events to all staff using appropriate means thereby raising the profile of venue hire within the College.

## 4. Implementation

- 4.1 College business shall always take precedence over venue hire enquiries.
- 4.2 The venue hire Terms & Conditions of hire document shall be reviewed at least annually.
- 4.3 The College shall hold and maintain all relevant licences applicable to hiring the premises.
- 4.4 BHASVIC reserves all rights to its name and the use thereof; hire of venues to political or religious groups for whatever reason shall not mean there is any endorsement of the groups or their activities, and a risk assessment/referral to the safeguarding team will be carried out for any bookings that are considered questionable, including any activities which may require assessment or reporting under the statutory Prevent Duty.
- 4.5 The College will operate a contribution pricing policy whilst remaining competitive, i.e. all direct costs will be covered and some contribution to fixed costs will be made. The contribution will vary depending on the purpose of the hire, the person, company or charity involved and the competition in the market place.
- 4.6 All opportunities to promote and market the College's venues will be considered and pursued with consideration to costs involved.

## 5. Responsibilities

- 5.1 Responsibility for the implementation and development of this policy belongs to the Assistant Principal, Director of Resources.

- 5.2 Responsibility for the effective and consistent operation of this policy and preparation of the action plan and monthly reports belongs to the Finance Manager.
- 5.3 Responsibility for the co-ordination and administration of hiring activities, from initial enquiry to feedback after the event, belongs to the Venue Hire Co-ordinator.
- 5.4 Responsibility for holding a current Premises Licence belongs to the Estates Manager.
- 5.5 Responsibility for providing support and assistance to evening hirers belongs to the Evening Premises Co-ordinator.

**6. Monitoring and review of policy**

- 6.1 This policy and related documents will be reviewed annually and updated when necessary.

**7. Related documents**

- Risk Management Policy
- Business Procedures
- Instrument and Articles of Government
- Venue hire procedure
- Terms & Conditions of hire
- Strategy and marketing plan