

# SHOREHAM VILLAGE HALL

*a charitable trust est. 1924, registered charity no 302840*

## **Booking Policy**

Issued: 10 December 2025

review date: 15 December 2028

### Introduction

Hall bookings are managed by a designated officer (hereafter The Bookings Manager) appointed by the Management Committee of Shoreham Village Hall.

### Data Protection

This Booking System falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. The system used is fully GDPR compliant.

### Charges

Charges for the various types of activity are reviewed annually by the Management Committee.

### Conditions of Hire

These are set out in a separate document '**SHOREHAM VILLAGE HALL BOOKING TERMS AND CONDITIONS**' which is available on the Hall's website. These are reviewed each year.

### Operation of the Bookings System

- A specialist online system (Hallmaster) is used to manage bookings.
- The Hallmaster system produces a bookings diary which is automatically reproduced on the Hall's website [www.shorehamvillagehall.co.uk](http://www.shorehamvillagehall.co.uk) so that the public can check availability online.
- Regular users of the hall may book as far in advance as they like. Generally traditional days and timeslots will be respected. Effectively this means that a valued client won't lose their regular timeslots because they haven't thought to book many months into the future.
- Regular users are encouraged to book their timeslots at least six months in advance.
- Bookings other than by regular users / classes will be made on a first come, first served basis.
- The Bookings Manager will do their utmost to safeguard regular clients / classes. Exceptions may occur when:
  - ✓ The Players are preparing for a production (in which case they will need to have given at least one year's notice)
  - ✓ The hall is used for elections
  - ✓ Exceptional circumstances such as emergency maintenance

*Postal address: 76A High Street  
Shoreham nr Sevenoaks, Kent TN14 7TE*

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- In the event of a conflict the decision of the Bookings Manager is final.

## Restrictions

The Village Hall Committee has a duty of care to all users, staff and volunteers. To fulfil that responsibility the Committee may refuse a booking where it considers that the potential hirer poses a risk to any of the above mentioned groups or the fabric of the Hall.

Signed on behalf of the Committee of Management:

10 December 2025

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Peter Kasch, Chair