

# Pine Grove Hall Use Bookings Policy

The community room at Pine Grove is one of the crown jewels of our organisation and access to it is an asset every member enjoys.

However, the hall is beneath our offices and the primary use of the building is as an office. That means the hall cannot be used for some purposes when the office is in use.

We are putting in place a booking system for use of the hall to prevent double-booking, to ensure all members can see when the hall is available for use, and to help ensure the primary purpose of the building as an office is protected.

## How bookings will work

In future, all bookings will be handled on behalf of the Management Committee by the Pine Grove Sub-committee (PGSC).

- If you want to use the hall for meetings, rehearsals, plays, events, or any other reason you must book that use at least 7 working days in advance with PGSC.
- Each request will be looked at on its merits.
- You should contact PGSC at the following email address:  
[pinegrove.fphc@gmail.com](mailto:pinegrove.fphc@gmail.com)
- You can also contact PGSC by letter via 12, Pine Grove, N4, mark the letter: 'FAO, Hall bookings'.
- Requests may be refused for many reasons, for example if an event is expected to cause a noise nuisance, when someone else is using the hall, in the event of building work or maintenance, or if the event is expected to be commercial.
- If you disagree with a PGSC decision, you can ask for it to be considered by the MC but must abide by the PGSC decision pending MC review.
- We are not licensed for alcohol sales and this is not permitted.
- When booking the hall, an FPHC member must be designated as the hall booker. That person will be held responsible for the condition of the hall or any other liability.
- Once your event is over you will be expected to clean the hall, remove rubbish, and clean the loos, if necessary.
- At present we do not charge a fee, but nearby rehearsal studios and meeting rooms charge £30-50 per hour for similar access. Some charge much more.

In all cases, use of the hall can be cancelled/curtailed by the sub-committee or any FPHC officer on no notice to support office/administrative functions. For example, a band rehearsal may be cancelled in the event that FPHC representatives are meeting with a third party in the office and require noise to cease. This is not negotiable.

Finally, all property left unattended is left at the owner's risk. FPHC accepts no responsibility for personal property that is lost, stolen, or damaged.