

Policy for use of notice boards owned and managed by the Village Hall Trust

Notice Boards in Village Hall Entrance Lobby

1. The notice boards in the Village Hall Entrance Lobby to be used only for notices of Village Hall events unless otherwise agreed by the Hall Manager.
2. Part of these notice boards is designated for official Trust notices and include those that we, legally, need to displayed.
3. Notices to be displayed no earlier than one month prior to the advertised event. This rule may be relaxed at the prerogative of the Hall Manager for certain events if it is considered that the one month restriction is inappropriate.
4. Notices must be removed immediately after the event. After the event, anybody may and should remove and dispose of out of date notices.
5. Advertisements for Clubs, Societies and the like may be placed permanently. In the event that the availability of space becomes an issue, the Hall Manager will decide on priorities.
6. Maximum size of notice to be A4.
7. Do not displace or cover another legitimate notice. Within the constraints of this policy note, notices to be displayed on a 'first come first served' basis although Trust and Community Event notices will, generally, be given priority.
8. The Trustees are not responsible for the content and accuracy of any notice posted by a third party. That is the responsibility of the advertiser.

Notices Boards around the Village

9. These notice boards are to be used only for notices of village community events.
10. Items 3, 4, 6, 7 & 8 above also apply to the notice boards around the village
11. Within the foregoing constraints, notices advertising a new club, activity, etc may be posted. They should be removed once the inaugural event has taken place. Ongoing permanent club/organisation displays are not permitted.
12. Posters should be secured with drawing pins; the use of staples is not permitted.
13. Regular community events; ie Morning Coffee, Village Lunch, Afternoon Tea, and Farmers' Market may be permanently displayed on a shared A4 notice.
14. Temporary 'A' boards, or similar, used for Players' booking office, coffee morning, tea afternoon, Farmers' Market, private hire events, etc. will be permitted for the duration of the event provided they are safely located within the curtilage of the Village Hall site.

Note: Hall users who may be thinking of placing advertising notices on highway verges, etc should be aware of highway guidelines issued by ESCC and WDC. Those guidelines can be viewed on the Parish Council's website.