HIRING POLICY

 LITTLE DOWNHAM VILLAGE HALL

Little Downham Village Hall is governed by a Conveyance dated October 1972 and the associated Resolutions lodged with the Charity Commission. These documents, which are available as a separate file, define the aims and objectives and the area of benefit. All employee, volunteer and Trustees of Little Downham Village Hall must abide by this policy when taking bookings.

Premises

Any part of the building is available for hire individually or in combination, for any lawful Purpose.

The premises are not offered as being suitable for any specific activity.

Separate rooms of the building may be booked for use by different hirers concurrently; toilet facilities to be shared in this situation but the kitchen and bar are booked separately by individual hirers.

Hirers

No Potential hirer will receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location.

Hirers must be aged 18 or over.

Where hiring is made by an organisation or group of people, one person must be named as the responsible hirer.

No request for hire shall displace an existing booking with exception of requirements in case of an emergency occurrence, the need to hold a wake or as a polling station for use at local government or national elections.

Local groups wishing to hirer the hall will have precedence over outside groups or commercial hirers.

All hire is subject to the conditions of hire set by Little Downham Village Hall Management Committee. A set of standard conditions of hire will be given electronically upon Confirmation of each booking. Paper copies available on request.

Charges

Hire charges will be as set by Little Downham Management Committee, these will be reviewed annually.

Set up and clear away time will be defined and included within the period of hire.

Occasional Hirers will be required to pay there booking in full within 14 days to secure their booking.

An additional security deposit of £75 may be requested to cover cleaning charges for occasional users. This is at the discretion of the Trustees. The Trustee also reserve the right to add this charge retrospectively if the hall is not left in a clean and tidy condition.

Security deposits will be refunded after an event providing that the Trustees are satisfied that the hall and its perimeter have been left in a satisfactory condition.

Payment may be made by BACS, cheque oe cash either as security deposit or advance booking fee.

Block bookings from local user groups will normally be invoiced on a monthly basis at the end of each month. Local user groups can request different arrangements and the Trustees will do their best to accommodate this.

Cancellations

Any monies already paid will normally be refunded in full for hirings cancelled up to four weeks in advance of hiring. However Little Downham Village Hall Management Committee shall not be liable to make any further payments to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.

A hirer cancelling an event with less than four week’s notice will normally be charged 15% of the hirer charge if the hall cannot be rebooked fo the same period of hire.

Hirers will be liable for the full charge for any bookings cancelled retrospectively.

Revised Policy Approved by the Committee Meeting on 26th August 2025