



Management Committee

Charity no. 1087332

Hire Policy

Witcham Village Hall is governed by the Conveyance dated 1st Jan 1969.

A copy can be found in policy folder at entrance to hall.

The aims, objectives and area of benefit have been referred to when setting out this hiring policy.

All employees, volunteers and trustees of Witcham Village Hall must abide by this policy when taking bookings.

1. Premises

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

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

1.3. Separate rooms of the building may be booked for use by different hirers concurrently; foyer, toilet and kitchen facilities to be shared in this situation.

2. Hirers

2.1. 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.

2.2. Hirers must be aged 18 yrs or over.

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

2.4. No request for hire shall displace an existing booking with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national election.

2.5. Hire for 18th or 21st birthday parties must be formally agreed by the Trustees.

2.6. The hall is not considered hired until all paperwork is completed, returned to Booking Clerk and deposit paid in full.

2.7. All hire is subject to the Terms and Conditions set by Trustees of the Village hall Committee. A set of standard conditions of hire will be given to hirer prior to confirmation of each booking. Terms and Conditions must be signed and returned to bookings clerk by the hirer.



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3. Charges

3.1. Hire charges will be as set by Trustees of Witcham Village Hall Committee. These will be reviewed annually.

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

3.3. All occasional hirers will be required to secure their booking with 50% of the total booking fee.

3.4. An Indemnity payment of £100 will need to be paid should there be any damage caused to the Hall. An invoice will be raised within one week of the event if required and should be paid within 7 days of receipt.

3.6. Deposit Payments made by cheque, or direct debit into the Village Hall Bank account. 50% will be needed to secure the booking. 50% final payment must be paid up to 14 days prior to period of hire.

3.7. Block bookings from local user groups will be invoiced on a monthly basis in arrears of their first period of hire.

4. Cancellations

4.1. Any monies already paid will normally be refunded in full for hall hire cancellations agreed up to 4 weeks in advance of hiring by Trustees of Witcham Village Hall Management Committee.

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

4.3. A hirer cancelling an event with less than four week's notice will normally be charged up to 25% of the hire charge if the hall cannot be rebooked for the same period of hire.

4.4 The Trustees of Witcham Village Hall Management Committee shall not be liable to make any further payment to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.

As agreed and adopted by Witcham Village Hall Management Committee at their meeting held on 30.03.21.