



# Hiring Policy

## Introduction

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1. The Offord Village Hall Management Committee is governed by a Trust Deed dated 1 November 1966. The aims and objectives of the said governing document are to provide a village hall for the use of the inhabitants of Offord Darcy and Offord Cluny and the neighbourhood, in particular for the use of meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
2. All hire is subject to the conditions of hire set by the Offord Village Hall Management Committee. A set of standard conditions of hire will be given upon confirmation of each booking.

## General

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3. The Village Hall is a community facility and as such, the Management Committee is obliged to ensure that users of the hall do not allow anything to take place that might damage the building or facilities, bring the village hall's reputation into disrepute or annoy or offend local people. **Therefore, if the Management Committee believes that a booking would not be in the interests of the hall it will decline such a request for a booking.**
4. 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 except as guided by the requirements of the Trust Deed and reflected in this Hiring Policy. **In this regard local inhabitants<sup>1</sup> wishing to use the hall for non-commercial purposes will have precedence over outside groups or commercial hirers.**

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<sup>1</sup> Those who fall within the area of benefit as described in Clause 1(1) of the Trust Deed

5. Hirers must be aged 18 years or over. Where an organisation or group makes a hiring, one person must be named as the responsible hirer.
6. No request for hire shall displace an existing booking, without the agreement of the party affected, with the exception of requirements in case of an emergency occurrence or as a polling station for use at local government or national elections.

## Premises

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7. The Village Hall is available for hire for any lawful purpose. The premises are not offered as being suitable for any specific purpose. However, dogs, other than Assistance Dogs, are not permitted in the hall
8. The Main Hall and the Committee Room are the two principal letting areas. Users booking the Main Hall may normally use all the building's facilities and the immediately adjacent land and car park as part of the hiring. The facilities include the kitchen, toilets and foyer and, *when not separately and concurrently let to another hirer*, the Committee Room and associated facilities<sup>2</sup>. In addition, the bar may also form part of the hire if specified in the hiring agreement.
9. Although the Main Hall and Committee Room may be booked for use concurrently by different hirers there are some restrictions due to limited access arrangements:
  - a. The Committee Room will not be available for separate booking when the Main Hall is being used by children/young people/vulnerable adults' groups (e.g. Brownies, Tots).
  - b. Similarly, the Committee Room will not be available for booking when the Main Hall is being used for a private party, election purposes or similar.
  - c. In other circumstances separate and concurrent bookings of the Committee Room will be subject to access approval and agreement between the two users, mediated, if necessary, by the Booking Secretary.

## Hiring and Charges

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See also Annex B for current charges.

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<sup>2</sup> **NB** There will be *no* reduction in Main Hall hire rate if the Committee Room is separately let.

10. The following hire groups will apply:
  - a. **Village Groups:** Recognised local groups/organisations i.e. local non profit-making or charitable community groups as shown at Annex A and complying with the terms therein. These groups will attract preferential standard and Saturday evening rates as shown in Annex B.
  - b. **Regular Users:** Private individuals, 'commercial' users (e.g. classes) or other hirers (e.g. non-profit-making or charitable groups not on list at Annex A) who use the hall on a regular, usually weekly, basis. This group will attract a reduced hourly weekday rate only as shown at Annex B.
  - c. **Private Users:** Private individuals (e.g. for parties, receptions), 'commercial' users (e.g. fairs), other hirers (e.g. non-profit-making or charitable groups not on list at Annex A) using the hall on an irregular/one-off basis. This group will attract a standard hourly weekday and weekend rate, and a premium Saturday evening rate, as shown at Annex B.
  - d. **Local Government:** Local Authority, County or District users. This group will attract hourly weekday rates only as shown at Annex B.
11. Clear-up/set-up time of 15 minutes before and 15 minutes after a booking will be allowed for each normal hire period, free of charge.
12. Additional booking charges may be applied for use of specific items as determined by the Management Committee.
13. The Booking Secretary and Treasurer may also and exceptionally determine rates for use not specified above. But these must be consistent with the principles established in this policy.
14. Hire charges will be reviewed and set annually by the Offord Village Hall Management Committee as part of the normal budget setting process.

## Booking and Invoicing

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15. All occasional hirers will be required to secure their booking with a refundable security deposit. Security deposits will usually be £50 for day-time bookings (except where the projector or BluRay player are hired) and £100<sup>3</sup> for evening

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<sup>3</sup> The excess payable against claims under the hall's insurance policy is currently £100.

bookings or bookings where the projector or BluRay player are hired. Although, this will be at the discretion of the Booking Secretary. 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.

16. The full booking fee must be paid no later than 14 days before the date of the event for which the premises were hired.
17. All payments made by bank transfer or cheque, either as security deposit or advance booking fee, will only be accepted up to 14 days prior to period of hire.
18. Block bookings from **Village Groups** will normally be invoiced on a quarterly basis in arrears. **Regular Users** will be invoiced calendar monthly in arrears. Other users will be invoiced at time of booking.

## Cancellations

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19. The Village Hall reserves the right to cancel any hiring by written notice to the hirer in the event of:
  - a. the premises being required for use as a Polling Station for a Parliamentary or local Government election or by-election,
  - b. the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring,
  - c. the premises becoming unfit for the use intended by the Hirer, or
  - d. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. If the Hirer wishes to cancel a booking before the date of the event and the village hall is unable to conclude a replacement booking, the question of payment/repayment of fees will be at the Management Committee's discretion.
21. Hirers will be liable for the full charge for any bookings cancelled retrospectively.



To be reviewed not less than biennially

**Version 4 (2026) adopted by the Management Committee:** Monday, 09 February 2026

**Date for Next Review:** Wednesday, 09 February 2028

## **Annexes**

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A – List of Recognised Local Groups

B – Current Hiring Charges

C – Hiring Procedures



## **Annex A to Hiring Policy - List of Recognised Local Groups**

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Local groups listed below<sup>4</sup> are entitled to receive the preferential hiring charge rate for regular group meetings/activities. Such recognised groups are expected to:

- participate in or support Village Hall fundraising activities,
- comply fully with normal booking requirements, in particular to provide booking secretary with annual hall booking requirements in advance and to pay invoices on time,
- maintain key security (through their nominated key holder),
- be reasonably flexible over booking adjustments to assist other local community groups' activities, and
- pay particular attention to maintaining the cleanliness and standard of the kitchen facilities and the appropriate disposal of waste.

### **Recognised Local Groups**

- The Offord Bowls Club
- The Offord Women's Institute
- Senior Citizens
- Offord Gardeners' Association
- Offord Tots
- All Saints' Parochial Church Council
- Offord Cluny and Offord Darcy Parish Council
- The Thursday Club
- Brownies/Rainbows
- Crafters

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<sup>4</sup> This list may be added to with the agreement of the Management Committee

## Annex B to Hiring Policy - Hiring Charges

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**All bookings will be charged at an hourly rate.**

Rate Group	Main Hall	Committee Room
	Standard Rate	Standard Rate
Local Government	22.00	-
Private Users	22.00	10.00
Regular Users	18.00	8.00
Village Groups	10.00	5.50

### Discounts for longer hires

For Local Government and Private Users the entire booking will be discounted as follows:

Booking duration	Discount
4-5.75 hours	10%
6+ hours	20%

### Additional Charges

The following items/resources are available to use at an additional cost:

Item	Hire charge
Projector	£5
BluRay Player	£5
Microphones (handheld)	£5

## Annex C to Hiring Policy - Hiring Procedures

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1. All booking enquiries will be made to the Booking Secretary either by email/contact form or via Hallmaster, in the first instance. If the booking request does not meet standard hiring criteria the request may be referred to the Management Committee.
2. The Booking Secretary will normally respond to booking enquires within 48 hours by email.
3. All booking requests must be made via Hallmaster and the Hirer must accept the Conditions of Hire in order to submit the booking request.
4. The Booking Secretary will maintain the bookings record and associated on-line calendar that is available to view via the hall's website, using Hallmaster.
5. The Booking Secretary will provisionally book periods of hire until any appropriate security deposit has been received.
6. The Booking Secretary, where necessary, will draw the attention of the hirer to the standard (and any special) terms and conditions and other hiring guidance available via the hall's website.
7. Where appropriate, the Booking Secretary will check that DBS certificate(s) are held by individuals or groups where children or vulnerable adults respectively will be involved.
8. Where appropriate, the Booking Secretary will advise hirers of the requirement to give a Temporary Event Notice (TEN) to the Local Licensing Authority and the process for doing so. The Booking Secretary will retain a copy of the endorsed TEN obtained by the hirer and maintain a record of the numbers obtained each year (the Hall being limited to 15 such notices in any one calendar year). TENs are applicable for any regulated activity not covered by the hall's Premise Licence.
9. The Booking Secretary will issue an invoice for the period of booking.
10. Block bookings for **Village Groups** and **Regular Users** will only require one hire agreement per block booking. New block bookings will need to be made for each calendar year.
11. Cheques and monies received by the Booking Secretary, including security and other deposits, will be passed to the Treasurer for banking.



12. All cheques must clear with the bank before hire takes place.
13. A receipt will be issued by the Booking Secretary for all payments.
14. Keys will be collected from and returned to a named individual (normally advised at time of booking). **Village Groups** and **Regular Users** will normally obtain keys from their own nominated key holder.
15. Where necessary, an appropriate member of the Management Committee (normally the Booking Secretary) will meet and greet new users at the hall, drawing the hirer's attention to health and safety requirements, controls for lighting and heating, disposal of waste and any other items as the Management Committee sees fit.
16. The Booking Secretary will recommend to the Treasurer that a refund is initiated to return the security deposit or part thereof after he/she is satisfied that all conditions of hire have been adhered to. If there is any doubt then the matter will be referred to the Management Committee.