

Hiring Policy for Colne Village Hall

Charity number: 278191

Colne Village Hall is governed by a Conveyance and Trust Deed dated 23rd October 1970. The aims and objectives of the governing document are to provide a village hall for the inhabitants of the village with the object of improving the life of residents. The area of benefit of the Trust is the Parish of Colne in Cambridgeshire. The aims, objectives and area of benefit have been referred to when setting out this hiring policy.

This policy provides clear direction for trustees, staff and volunteers on the principles and procedures for hiring out Colne Village Hall. It ensures that all hiring decisions are consistent, fair, and compliant with current legislation and best practice.

1. Premises

1.1. The large and small halls are available for hire individually or in combination, for any lawful purpose.

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

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

1.4. The hall has a licenced bar operated by the Trustees and volunteers and is available upon request for adult and family gatherings. No outside body is permitted to sell alcohol at the hall.

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 or sexual orientation.

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 except for 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 is restricted to residents of Colne and nearby villages.

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

2.7. All hire is subject to the conditions of hire set by the Trustees. A set of standard conditions of hire must be agreed to by the hirer before confirmation of a booking.

3. Commitment to equality and inclusion

Colne Village Hall is committed to providing equal access to all users, in line with the Equality Act 2010 and Charity Commission guidance. Trustees, staff and volunteers must ensure that no potential hirer receives less favourable treatment on the grounds of protected characteristics. Reasonable adjustments should be made to accommodate people with disabilities. All hiring decisions must reflect the hall's commitment to diversity and inclusion.

4. Safeguarding

Trustees, staff and volunteers must ensure that all hirers understand their responsibilities for safeguarding children and vulnerable adults, in line with our safeguarding policy.

5. Health, safety and environmental responsibility

All hires must comply with the Colne Village Hall's health and safety policies, including fire safety, food hygiene, and any risk assessments relevant to their activities. Trustees, staff and volunteers should refer to our health and safety policy and the Health and Safety at Work Act 1974 for guidance. Hirers are encouraged to support the village hall's environmental policy by recycling, conserving energy, and using resources responsibly.

6. Data protection

Personal data collected for bookings must be handled in accordance with GDPR and Charity Commission guidance. Only information necessary for managing bookings will be collected, stored securely, and used solely for village hall management purposes.

7. Roles and responsibilities

7.1. The Trustees are responsible for overseeing the hiring process and ensuring compliance with this policy.

7.2. The Booking Clerk or another trained Trustee, manage the Lemon Booking online booking system. Enquiries, Standard Conditions of Hire and a Checklist for the end of hiring are issued and agreed before the booking is confirmed.

7.3. The Treasurer is responsible for processing payments and deposits.

7.4. All trustees involved in the hiring process must be familiar with this policy and act in accordance with its principles.

8. Charges

8.1. Hall hire charges will be as set by the Trustees and can be seen on the Colne Village Hall website. They will be reviewed annually.

8.2. Set up and clear away time will be included within the period of hire except for Not-for-Profit groups that are allocated an additional 30 minutes FOC for setting up and packing down.

8.3. One-off bookings to be paid for by bank transfer at least 30 days prior to the event.

8.4 An additional damage deposit will be required for Adult Social bookings of longer than 5 hours.

8.5 Damage deposit payments will be refunded within 7 working days of an event providing that the trustees are satisfied that the hall and its surroundings have been left in a satisfactory condition.

8.6 Payments for one-off and regular bookings to be made by bank transfer using the booking request reference number.

9. Cancellations

9.1. Cancellations made more than 30 days ahead will be refunded in full, between 15 to 29 days 50% refundable, but any later no refund will be made.

9.2 Colne Village Hall Trustees shall not be liable to make any payment to the hirer in respect of expenses, costs or losses incurred directly or indirectly by the hirer in relation to a cancellation.

9.3 Cancellations made by trustees will be refunded in full.

10. Review and monitoring

This policy will be reviewed annually, or sooner if there are changes in legislation or best practice. The Trustees are responsible for ensuring the policy remains up to date and effective.

Approval and review

This policy was approved by the trustees on: 23rd July 2026

It will be reviewed annually, or following a significant incident, or if there is a change in law or guidance.

Next review due by: September 2027

Signed on behalf of the trustees:

Name: Sally Harrison

Role: Chair of the trustees