

# Hire of Town Council Premises and Events

RESPONSIBLE COMMITTEE: P&F

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This is a policy/procedure document of Saltash  
Town Council to be followed by both  
Councillors and Employees.

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<b>Document Retention Period</b>
Until superseded

## **Hire of Town Council Premises and Events**

This policy sets out the guidelines for the administration of events and hire of Saltash Town Council premises to outside organisations, businesses and individuals.

### **Hire of Town Council premises**

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement.

Additional charges may apply.

There is a minimum hire of two hours.

All hirers should refer to the terms and conditions of hire attached to the booking form. To book a premises, the Town Council booking form must be used and this is available on the Town Council website or by contacting the Guildhall. Completed forms should be sent to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or to the Guildhall.

All bookings are at the discretion of the Town Council.

### **Charges**

Current charges for hire of premises can be found in the Town Councils fees and charges, on the Town Council website

<https://www.saltash.gov.uk/facilitiesforhire.php> or by contacting the Guildhall.

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

The room hire fee and any other charges should be paid in full and in advance by the hirer within 7 days of receipt of the invoice from Saltash Town Council, unless prior arrangement with the Town Clerk has been agreed. If payment has not been received prior to a booking, the booking may be cancelled.

### **Refunds and cancellations**

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

### **Free use of Town Council premises**

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

### **Eligibility**

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

### **Applications**

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or by post to The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

## **General guidelines**

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).
- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

## **Decisions**

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

## **Events**

### **Town Council events**

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

### **Cancellation**

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

### **Events run by third parties**

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

### **Data**

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visits the policy page of the Town Council website to view

<https://www.saltash.gov.uk/policies.php>