

## CONGLETON TOWN COUNCIL

### TOWN HALL LETTING POLICY

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy.
- To recommend to Council, a Town Hall Letting Policy.
- To authorise the Chief Officer to let office space within Policy.
- To authorise the Town Hall Administration Staff to accept bookings and the Chief Officer may reject them.
- To delegate costing of room hire, functions and catering to the Administration Staff.
- To authorise the Chief Officer to allow concessions on room hire as set out in this policy.
- To authorise the Support Manager to waive or reduce the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) Local Community Groups and regular commercial customers.

When revised room hire charges have been agreed by the Town Hall Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.

Long term bookings will be given 3 months' notice of any changes to room hire charges, except in the case of VAT changes which will be applied immediately from the date of the VAT change.

It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations. The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Partnership Budget, for which the Town Council is the accountable body.

Concessions to Local Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

Registered Charities and other Local Voluntary/Community groups which directly benefit the Town will be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.

Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire.

Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.

No concessional bookings will be accepted more than 12 months in advance without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events. Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessional bookings in any 12 month period.

All rates will include the cost of setting up rooms by Caretaking staff from the Town Council.

Caretaking staff from the Town Council, the Town Council's Commercial Partner or SIA Registered Door Staff hired by the Town Council's Commercial Partner, will be present at all times.

## **Weddings**

Inclusive and tailored wedding packages are available for booking directly through the Town Council's Commercial Partner, Congleton Town Hall Events and Parties. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed with the Town Council's Commercial Partner. Additional set up and clearance hours will be charged at the standard hourly rate.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.