

## Petersfield Town Council



## TOWN MAYOR'S FREE USE OF HALLS POLICY

**Approved by Public Halls Committee: September 2020**  
*(Minute No. PH 0964 refers)*

**Policy Review Date: June 2022**

## **1 INTRODUCTION**

- 1.1 The purpose of this policy is to set out how the Town Mayor may use the Council's various premises during his/her tenure in order to further the charitable work undertaken and conducted by the Town Mayor.
- 1.2 The policy has been produced with a view on the types of premises that the Town Council owns and operates as well as the nature of the hires or events that take place from time to time.

## **2 OBJECTIVES**

- 2.1 The general policy objective is to ensure that the Town Mayor has the ability and freedom to act and plan in the raising of funds for his/her charitable work without creating any adverse impact on the general operation and income generation of the Council's public halls service.
- 2.2 The policy will outline what usage of the Council's public halls the Town Mayor may have without paying for the service as well as the administrative actions that will need to be completed for this purpose.
- 2.3 The policy will also outline any other parameters that need to be met in accommodating the needs of the Town Mayor as well as some guidance on the timing of events and planning their operation.

## **3 FREE USE OF HALLS**

- 3.1 The Town Mayor may use the public halls in the ownership of the Town Council as follows:
  - (i) Festival Hall - 1 free use of the main Hall
  - (ii) Rose Room, Avenue Pavilion and Council Chamber - a total of 4 free uses of a combination of these facilities.
- 3.2 In the event that the Town Mayor wishes to use the available halls for a greater number of instances than as stated in 3.1, the standard rate of hire charge in accordance with the published tariff from time to time in force is to be levied for the event.
- 3.3 The Town Clerk and Halls Manager must authorise all such hires of the Council's facilities by the Town Mayor in accordance with this policy.

## **4.0 PURPOSE OF HALL USE**

- 4.1 The purpose of any hall hire by the Town Mayor will be for the purposes of raising monies for his/her chosen charities or for hosting civic receptions of various kinds that may include an element of charitable fundraising should the Town Mayor consider it appropriate.
- 4.2 The Town Mayor is not permitted to offer a free hall hire to a charity or any other group apart from one of his/her chosen charities for the year.

- 4.3 For any event run by the Town Mayor a damage deposit is not required.
- 4.4 If the Town Mayor requires the use of equipment that is generally hired out to users as part of his/her free use of the premises, these charges will still apply unless the agreement of the Finance & General Purposes Committee is given to waive the fee (no fee will be charged for the use of crockery or glasses).

## **5 ADMINISTRATIVE REQUIREMENTS**

- 5.1 The Town Mayor will need to complete a booking form for each free hire of any of the halls under the terms of this policy.
- 5.2 If the Town Mayor wishes to operate a charity cinema event, the film showing must not clash with or disturb the normal New Savoy Cinema film programme although additional showing of a popular film that has been included within this normal cinema programme can be done provided it is feasible and the additional licence is purchased.
- 5.3 The Town Mayor should seek to provide a minimum of one months notice of an intended 'Free Use' hire to ensure that appropriate staff rostering can be achieved.
- 5.4 Any large scale charitable event requiring the support of the finance staff should be avoided at the end of March and during April because of 'year end' financial pressures.
- 5.5 The Town Mayor must abide by all normal hire terms and conditions as part of any 'Free Use' hire.

## **6 REVIEW AND AMENDMENT OF THE POLICY**

- 6.1 The Town Clerk and Halls Manager will review this policy bi-annually for approval by the Council in June.