



PUBLIC HALLS

PUBLIC HALLS POLICY (SUBJECT TO AVAILABLE FUNDING)

1. To maintain all Public Halls under the control of the Council in a first class condition, ensuring regular, planned maintenance takes place.
2. To ensure that all fixtures and fittings are maintained to a high standard and are repaired or replaced as necessary to ensure all users have the benefit of first class facilities.
3. To market the facilities to ensure optimum usage, thereby achieving a high level of return on the Council's asset.
4. To ensure that the hire charges are set at the best economic level commensurate with similar facilities elsewhere and to review charges annually
5. The hours of opening are normally from 8 am until 11 pm (full day) and there is a minimum hire charge of 5 hours which applies Friday – Sunday.
6. Hires are at the discretion of the Festival Hall Manager, with recourse to the Town Clerk and Chairman of Public Halls if necessary with delegated powers given to the Festival Hall Manager/Town Clerk/ Chairman of Public Halls to accept or decline Bank Holiday bookings which will be charged at Sunday rates.
7. To book all Halls on a first come first served basis with bookings taken up to 2 years ahead.
8. To ensure that all facilities are kept in a well-ordered and clean condition.
9. To ensure that all potential hirers are financially sound and of a responsible nature, and adhere to the Town Council's Child Protection Policy.
10. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the Hall and Council employees.
11. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment.
12. The granting of "regular hire status" to be delegated to Officers and be applied in accordance with any discounting policy per venue. "Regular hire status" defined as a hire at least once a week throughout the year.
13. To hold an annual Users Meeting for all regular users of all Halls.
14. To pay due regard to the Town Council's carbon footprint and the environmental impact of the Halls policies and activities and to actively pursue an energy-conservation policy.