

## Petersfield Town Council



## FREE USE OF HALLS BY OUTSIDE BODIES POLICY

**Approved by Public Halls Committee: September 2020**  
*(Minute No. PH 0963 refers)*

**Policy Review Date: June 2022**

## 1 INTRODUCTION

- 1.1 There has been a general expectation from a number of groups within the community that the Town Council will provide them with free use of the Council Chamber without restriction.
- 1.2 It is now considered to be an appropriate time to review the policy towards what the Council provides groups on its Outside Body list as well as certain other groups within the community in order to clarify matters.
- 1.3 In addition to the use of the Council Chamber specified within this policy it should be noted that under the terms of the Memorandum of Understanding held with the Friends of Petersfield Heath, the organisation has permission to use the Rose Room for its Annual General Meeting which is an exceptional agreement that it is not anticipated being granted to any other group or organisation.
- 1.4 Other outside bodies on which the Town Council has an appointed representative on their committee are permitted to use the Rose Room, subject to availability, at a 25% discount for their Annual General Meeting and for other large events.

## 2 OBJECTIVES

- 2.1 The objective of this policy is to establish what benefits are provided to Outside Bodies and other similar organisations by way of free or discounted room hire for their meetings and activities.
- 2.2 The policy will outline the use that Outside Bodies can make of the Council Chamber and clarify what other groups or organisations the Town Council is willing to support and assist in this way.
- 2.3 The policy will also outline any other parameters or administrative matters that need to be undertaken as part of the 'free use'.

## 3 FREE USE OF HALLS

- 3.1 The Council Chamber *only* will be provided free to those groups on the Town Council's Outside Bodies list where councillors are appointed to the relevant organisations at the Annual Meeting of the Council in May.
- 3.2 The exception to the above is the use of the Rose Room for the Friends of Petersfield Heath as outlined in 1.3 above.
- 3.3 Other bodies may be added to this list from time to time at the discretion of the Council.
- 3.4 Currently the other bodies included within this policy are The Petersfield Museum and East Hampshire Police Independent Advisory Group.

- 3.5 The Town Clerk and Halls Manager must authorise all requested hires of the Council Chamber in accordance with this policy.

#### **4.0 TERMS OF FREE USE OF THE COUNCIL CHAMBER**

- 4.1 The Town Council will permit all groups covered under this policy use of the Council Chamber without charge for up to 20 hours annually.
- 4.2 Any group requiring additional hours in excess of the permitted free usage number will be required to pay the standard published hourly rate of hire for the Council Chamber from time to time in force.
- 4.3 As part of this agreement no damage deposit is required from any group or organisation benefitting from this policy.
- 4.4 If the use of equipment that is generally hired out to users is required by the group or organisation, the standard hire charges for that equipment, as published from time to time will still apply.
- 4.5 Any 'free use' hire of the Council Chamber should not interfere with any other commercial booking for any part of the Town or Festival Hall premises or take precedence over any other paying hire of the premises.

#### **5 ADMINISTRATIVE REQUIREMENTS**

- 5.1 A booking form will need to be completed for each free hire of the Council Chamber under the terms of this policy.
- 5.2 Each group benefitting from this policy must provide a copy of their Public Liability insurance certificate to the Council on an annual basis which should provide cover of a minimum of £5 million.
- 5.3 All groups 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 Groups 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.