

## **COUNCIL PREMISES CONDITIONS OF HIRE AND BOOKINGS POLICY**

### **Introduction**

This report is brought to the council due to the absence of a formal bookings policy, in generating this policy, changes have been made to the current Conditions of Hire documents.

The council are invited to review the information in this report.

### **Information**

The council does not currently benefit from a bookings policy, this policy will be used as a guide to council officers regarding bookings including cancellations and charges. In setting out this policy it has resulted in necessary updates to the conditions of hire for all council premises to ensure all information is accurate.

### **Hire Rates**

The Property Administrator has received enquiries from regular hirers regarding requests for discounts to block bookings.

This was brought to council previously on Monday 19<sup>th</sup> August, minute 24/133.

At this meeting the Council agreed to the following:

Charge the standard rate of hire for all bookings, except to

- I. private persons residing in Cranbrook who held private events for which no charges were made.
- II. any event organised by a Cranbrook-based community group which was purely for the benefit of the community and for which no charges were made other than pure cost-recovering and run by volunteers.

The Council's view was that the Younghayes Centre should benefit the town.

It would be useful for council officers to have a confirmed response to hirers when asked about discounted bookings as to the reason why.

### **Recommendation(s)**

- a) To accept the bookings policy as a council document.
- b) To accept the updated conditions of hire for all council premises.
- c) To provide steer to the council offers as to why discount to regular block booking hirers will not be granted.