

Wallingford Town Hall - Concessional Hire Charges Policy

1. INTRODUCTION

In order to support local voluntary, charitable groups, not for profit organisations and other groups based in Wallingford, the Council is committed through this policy to offer concessional hire charges where possible of its premises as set out in the scale of hire charges, providing certain criteria in section 2.1 are met.

Wallingford Town Council operates a scale of charges for the hire of its premises, covering:

- The Main Chamber at the Town Hall.
- The Committee Room at The Town Hall.

The hire charges are agreed by Full Council. For 2023, this is £15 per hour.

2. CONCESSIONAL HIRE CHARGES

2.1 Who Can Apply for Concessional Hire Charges?

To be eligible to apply for concessional hire charges use the applicant must either meet the following criteria:

- a. The applicant is a charity/voluntary/community/not for profit group based in Wallingford providing a service or activity for the clear benefit of the residents of Wallingford.
- b. The majority of the individual aspects of the event are based upon free entry, and any restrictions relating to visitor numbers are only enforced in order to meet health and safety or licensing regulations.
- c. In addition to the above, where an application is relating to a community event, a request for concessional hire charges will only be considered where the proceeds from the event (after costs) are used for:
 - i. Charitable causes (donated to a chosen charity or to provide charitable services).
 - ii. Fundraising to support not-for-profit services delivered to Wallingford residents.
 - iii. Supporting the continuation of annual (free entry) community events. OR
- d. The applicant satisfies any other criteria not mentioned above but which is deemed just and fair by the Town Clerk.

2.2 Rules

- a. The Council reserves the right to charge the full rate for the hire of facilities where it has a reasonable suspicion that statements made, or reasons given in written requests were fabricated or misleading.
- b. The Council reserves the right to charge the full rate for the hire of facilities where it is considered appropriate.

- c. Concessional hire charges cannot be granted retrospectively.
- d. The giving of concessional hire charges does not automatically set a precedent for future bookings.
- e. In addition to the above, there are separate terms and conditions which must be met when hiring premises for an event or activity. These will be discussed with the applicant during the booking procedure.

3. FREE HIRE

To be eligible for the waiver of any hire charges the applicant must meet the following criteria:

- a. The criteria set out at 2.1 above.
- b. The applicant has a proven track record of providing exceptional benefit to the residents of Wallingford. Please supply a supporting statement explaining how you've achieved this attached to this application form.

4. HOW TO APPLY

Please fill in this form and return by email to senioradmin@wallingfordtowncouncil.gov.uk or by post to 8a Castle Street, Wallingford, OX10 8DL.

- a. In the unlikely event that organisations are found to be ineligible for concessional hire charges or free hire will be notified accordingly and offered the opportunity to proceed with their reserved booking at the relevant fee.

5. REPRESENTATIONS AND APPEALS

- a. Any representations or appeals relating to the application process, evaluation or the decision relating to concessional hire charges, must be addressed in the first instance to the Town Clerk. If a decision has been made by the Town Clerk the representations or appeals may be submitted to The Mayor.

Adopted by Council: 16/01/23

Review Date: January 2024