



POLICY FOR BOOKING THE PARISH PAVILION AND OPEN SPACES

n.b. "All Clerks "or "any one appointed Clerk" relate to either; The Clerk, Deputy Clerk, Communications and Media Clerk, or Responsible Financial Officer (if applicable)

Dated 20th July 2020

INTRODUCTION

- The purpose of this policy is to establish procedures accepted by Councillors and staff in relation to hiring out LPC public building (known as the Parish Pavilion) and public open spaces (this applies to the KGVPF & Brooks Field).
- At all times each booking received from members of the public should be assessed and be consistent in line with individual committee requirements, and with reference to the current Standards and Conditions of hire, including open spaces (As agreed by the LPC).
- All Clerks to the Council carry out the following procedures under (S101 Local Government Act 1972- delegated powers).

PROCEDURES & CONSIDERATIONS

1. Any one appointed Clerk is the first point of contact by potential hirers of the KGVPF & Pavilion.
2. Currently, requests/enquiries are accepted by phone, e-mail or letter only.
3. All booking requests must be via the Parish Office.
4. Any booking requests tabled direct to any Committee/LPC meeting without first seeking the appointed Clerks knowledge, are to be passed onto the Parish Office to enable all necessary checks to be undertaken, of all required details/documents, such as Events Plan, Public Liability Insurance/Licences/Risk Assessments etc. **No formal agreement should be made by committees/LPC without first following procedures as outlined in item 3.** The appointed Clerk will then arrange for the relevant documentation (covering letter, Privacy Notice and Booking Form with Standards and Conditions of Hire) to be provided to the potential hirer.
5. Any requests received from hirers for a public event for a large number of people, will need to be advised that they should contact the MBC Community Partnerships Department with a view to providing them with a full 'Events Plan'. **(At least 8 weeks notice should be given).**
6. All signed/supporting documentation is to be received by the appointed Clerk within previously designated time scales along with pre-determined payment.
7. All hirings must be supported by a pre- determined deposit which is returned if area/pavilion is left in a suitable condition.
8. **No booking is complete without the receipt of the signed booking form, any further relevant documentation and the full payment.**

Reviewed and agreed by PPF Committee – meeting 12 Nov 2018

Reviewed PCH committee- meeting 24 Feb 2020- slight amendment made to the Clerks titles

Reviewed LPC meeting 20 Jul 2020-amendments made

Reviewed and agreed by PCH Committee – meeting 28 June 2021

9. Any booking for the KGVPF which is deemed by the appointed Clerk to be unusual in terms of large scale events, or events with specific requirements, or there is a difficulty in determining hire fees, should be referred to the PCH (Pavilion Community Hub) committee or LPC at a scheduled or extraordinary called meeting (& included in the agenda) with all required documentation to enable an informed decision to be made.
10. As agreed by the Environment committee (mins Mar 2013), any booking requests received for Brooks Field will be dealt with by the appointed Clerk, and all relevant details/documents to be referred to the committee or LPC so that any potential charges can be considered/agreed.

HIRING TARIFFS

1. The hiring tariffs for the Parish Pavilion & KGVPF are published on the LPC website and are reviewed annually by the PCH committee.
2. Standards and conditions of hire and relevant hire costs for the Brooks Field will be dealt with on an individual basis.