



Battle Town Council



LETTINGS POLICY

1. Introduction

- 1.1 The Town Council manage a variety of facilities which are made available for hire to users, including the Almonry meeting room, the Ceremonies room at Battle cemetery, the Abbey Green (held under license from English Heritage) , the pavilion at the North Trade Recreation Ground and sports facilities at locations around the town.
- 1.2 Letting of facilities is managed through the Town Council office, who will follow the guidance provided in this policy with respect to determining which users groups are permissible and deciding the appropriate rate for the hire.
- 1.3 **All hirers are asked to consider the environmental impact their hiring may have in accordance with the Town Council Environmental Policy (See appendix A) and to recycle all materials conscientiously.**

2. Procedures

- 2.1 Users wishing to hire facilities should contact the Town Council with their initial enquiry. Provisional bookings may be agreed by telephone, subject to completion of a lettings form (appendix B), detailing contact information, dates and times of hire, acceptance of terms and conditions (appendix c). Hirer must agree to carry out Risk Assessments as appropriate.
- 2.2 Users may book multiple recurring events, and the Town Council reserve the right to offer a reduced fee for regular users.
- 2.3 All bookings will be prioritised on a 'first come, first served' basis, unless otherwise agreed (see 3.2).
- 2.4 The decision as to whether to accept a booking or not rests with the Town Council office staff. Any complaint regarding the refusal of a booking should be addressed to the Town Clerk in the first instance.

3. Allowable Use

- 3.1 Generally, hire will be refused to any individual or group representing an organisation deemed not to be in the public interest, or where there is a realistic threat of damage or injury to either the facility itself, other users in the vicinity, Town Council staff or the general public.



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3.2 Other restrictions for specific facilities:

- Almonry Meeting Room – not to be used for political meetings which are open to the general public
- Abbey Green – usage restricted to community and/or charitable organisations only. No political activity allowed.
- Recreation Ground – hire of general outdoor space to be limited to use within the hours of 8.00am to 10.30pm to avoid unnecessary disturbance to neighbouring residents. For sports facility hire, preference will be given to clubs and organisations based within the Town Council area.

4. Lettings Charges

4.1 All lettings charges will be reviewed annually and a schedule made available to the public via the Town Council's website.

4.2 The Town Council reserve the right to offer reduced rates to community groups and/or charitable organisations.

Appendices:

A -Environmental Policy

B - Lettings Form

C - Terms and Conditions of hire

*Adopted: 21 July 2015
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