

# HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

## BOOKING POLICY

### Introduction

The role of the Community Council is:

To provide adequate recreational facilities, playing fields, playgrounds, community centres and other amenities of a similar character for the benefit of the community residing in Hintlesham, Chattisham and the neighbourhood, in the interests of social welfare and with the object of advancing education, furthering health, relieving poverty, distress or sickness or in pursuing any objects which, now or hereafter, may be deemed in law to be charitable, by improving the conditions of life of the persons for whom the facilities are primarily intended.

To fulfil this role it must: Raise, by subscription or otherwise, funds for furtherance of the objects of the Council.

In considering bookings therefore, the Council must take regard of the financial consequences of its policy in addition to any other aspects.

Bookings are received from three sources:

a) The Community's own Events Committee

The Events Committee organises and runs events primarily for the benefit of the community in the villages. Booking fees are not charged for the use of the Hall or other facilities, but any profits made on the functions are returned to the Community Council. Events also provide important additional income to the Social Club Bar.

b) Groups and individuals running regular or recurring events

Regular and repeat bookings provide the main and repetitive source of income for the Hall. Many of these are sports or social activities which do not necessarily involve the use of the Social Club Bar and therefore may not provide any additional income above and beyond the booking fee.

c) Single or sporadic events run by individuals or groups

Single or irregular events provide valuable extra income and can often involve the use of the Social Club Bar, so the income can be substantial to the Social Club.

### The Booking Policy

The Booking Policy seeks to establish how these bookings should be prioritised.

- Groups and individuals running regular and recurring events should be considered as having the first priority for their normal slot on an ongoing basis.
- It is proposed that the Events Committee should publish their Schedule of Events in July for the following calendar year and that they should have first option on the remaining open dates. The schedule should be maintained on a rolling basis so that there is always an 18 month schedule planned. Any subsequent amendments to those dates should be subject to availability.

- Individual Private Events should, in normal circumstances, only be booked up to twelve months in advance and are subject to availability. Exceptions to this are at the Council's discretion for events such as weddings which need to be co-ordinated with other bookings.

All private events should conform to the Conditions of Hire, the Booking Fees identified in Scale of Charges, and be subject to the agreed Policy on Discounts, all these Policies can be found [here](#)

The only exception to the Booking Fees are:

- Events organised by the Events Committee,
- Exceptions expressly permitted by the Chairman of the Community Council.
- Any Casual Events arranged in the Social Club Bar should be agreed between the Chairman of the Social Club and the Booking Manager. Existing Bookings for the Hall and Meeting Room should be given priority and no disturbance caused to those functions.
- In the absence of bookings in the Meeting Room, the room is available to the Social Club for pub games subject to the Conditions of Hire.

In conclusion; the above policy will be applied to the Hall assets to ensure the best use of the facilities of the Community Council, however there may be extreme circumstances where the Policy needs to be bypassed and as such the Hall Management Committee reserves the right to refuse a booking at its own discretion.