



BRACKLEY TOWN COUNCIL

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# Lettings Policy

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1. Brackley Town Council will aim to maximise effective use of the Old Fire Station Community Room, Brackley Town Hall and Egerton Hall
  - a. The buildings will be promoted for use by groups, individuals and commercial use.
  - b. The Town Council see the buildings as community assets for use by the community
  - c. Income from lettings is significant and therefore should be maximised
  - d. Effective use does not equate to full usage; there always needs to be room for logistics and effective management by BTC resources.
2. Brackley Town Council will encourage use of the buildings which enhance the community use of our town
  - a. Priority will generally be given to local groups who are attracting local people to events or clubs
3. Brackley Town Council will encourage the use of the Town Hall and Egerton Hall for performances, conferences and large events and the Town Hall for weddings:
  - a. The Town Council has equipped these buildings to a high standard and would like to see the facilities used as much as possible.
  - b. Our bookings system and lettings policy should allow the organisers certainty on their bookings,
4. Brackley Town Council will encourage regular use of the buildings
  - a. Regular use by groups for education, sessions and regular meetings is encouraged.
  - b. It is understood that such users will also require certainty of their bookings and so prior notice of any interruptions to their regular bookings will be given in plenty of time.
5. Brackley Town Council will make arrangements and allowances for Town Council Meetings, Civic and National Events
  - a. Bookings for Town Council meetings will take precedent over other bookings
  - b. Civic and Community events organised by Brackley Town Council will take precedent over other bookings, although care will be taken to book venues with in advance to minimise disruption.
  - c. National Events may mean that existing bookings will be cancelled, postponed or moved.

Bookings are classified into 3 categories:

1. Block Bookings
  - a. These are events or bookings that may result in disruption to regular users.
  - b. They are to be made at least 3 months in advance where possible to allow for the disruption to other hirers to be minimised.
  - c. Bookings in this category will be as minimal as is reasonable to limit disruption to other hirers while encouraging this type of use of our venues.

- d. It is requested that those making block bookings make efforts to accommodate regular bookings as much as possible (for example, allowing access during the day when the hall is not in use for a performance)

## 2. Regular Bookings

- a. Hirers that reserve a space on a set time and date once a month or more
- b. A regular class or booking may be moved or cancelled to accommodate a block booking. As much notice of disruption as possible will be given and where possible, alternative BTC venues will be offered.

## 3. Occasional Bookings

- a. These are hires that are one-offs or ad-hoc bookings that are booked individually.
- b. These can be made at any time taking account of other bookings.

Prices for the venues are classified into 3 rates:

### 1. Commercial Rate

- a. This rate is for
  - i. Businesses

### 2. Private rate

- a. This rate is for
  - i. any individual

### 3. Charity/ Not-For-Profit

- a. This rate is for
  - i. Any local group that makes no profit from their activity (i.e. Scouts)
  - ii. Any registered charity undertaking activities as part of their remit
  - iii. Any individual or group who are putting on an event for a registered charity from which 100% of the profits go to the charity.

In order to maximise bookings, these rates are then broken down further into a low rate (Mon-Fri 08:00-17:00) and a higher rate (Mon-Fri 17:00-00:00 and Sat/Sun 08:00-00:00).

## Concessions

1. Grants are available for local community groups wishing to book a BTC venue
  - a. The group must submit a community grant request for consideration by the council. If agreed, the space must be booked using the normal booking form.
  - b. The council reserve the right to change the rooms to accommodate paid bookings
  - c. Booked venues which is not required must be cancelled with 7 days' notice, otherwise a charge may be made for the room hire.
  - d. Repeated no-shows and/ or cancellations may result in withdrawal of the funding support.

- e. The funding support is offered for 12 months at which point, the community group will need to apply for a grant again.

**2. Council Use**

- a. BTC community, civic or national events and BTC meetings can make use of the venues Free of Charge
- b. The Mayor can use the venues for any event or meeting related to their mayoral charity. This concession is limited to the Mayor only. If another councillor wishes to put on a charity event in a BTC venue, they will need to pay the charity rate.
- c. Any councillor may use the meeting room in the BTC office for meetings in relation to council business, as long as it is booked with the office staff in advance.

3. Anything outside of these rates are to be discussed with the Clerk, Mayor and Chair of Finance along with the BTC staff member in charge of bookings.