



POLICY FOR FREE USE OF ROOMS BY FESTIVALS

(Effective February 2016)

The following conditions apply to Festivals seeking support by way of free use for the hire of Council facilities:

- a) Festival organisers should submit a written detailed request to the Town Council for consideration by the T&C Committee. The Festival Policy document will state precisely the details to be included;
- b) There should be a limit of three festivals being supported in any year, with support as indicated below being reduced by 1/3 in year 2 and by 2/3 in year 3. It would cease in the fourth year. This will encourage festivals to be financially independent within three years and allows the Council to support and encourage other festivals over time.
- c) Support in the first year should be limited to a free use value 'allowance' of £1,000. The free use value calculation would be based on the number of hours of the booking, ie the hours that the booked facilities cannot be used by others, so including time spent setting up and taking down. Limiting the allowance towards the free use value will encourage festivals to be more time efficient with their use of Council facilities. As a further concession, it is suggested that the normal office opening hours (9am – 5pm Monday to Friday) are charged at £0 in the free use value calculation as the actual cost to the Council is minimal, other than lost weekday income.

An example of how this would work is indicated below:

Application for free use by Festival X					
Use of Large Hall, Council Chamber and Market Place from Friday morning until Sunday evening					
(Charge would cover the hours 9am - 9pm unless caretaker required for more or less hours)					
	No of hrs	Rate/hr £	Main Hall	C'cil Chamber	Market Place £
Friday 9am - 5pm *	8	0.00	0	0	300 (est)
Friday 5pm - 9pm	4	40.00	160	160	
Saturday 9am - 5pm	8	28.00	224	224	300 (est)
Saturday 5pm - 9pm	4	40.00	160	160	
Sunday 9am - 5pm	8	28.00	224	224	300 (est)
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			768	768	900
* Friday 9am - 5pm free as concession			Total value of free use		2436.00
			Less: free usage allowance year 1		-1000.00
			(reduced to £667 year 2 / £333 year 3)		
			Amount payable		1436.00

There would not be a separate charge for caretaker costs in the above.

- d) In the fourth year Festivals will have to pay for all their usage at local rates after 5pm in the week, and all weekend. The Accountant would recommend that the Festivals are then charged for all usage at local rates in their fifth year.
- e) Where the application includes use of the Market Place, the licence holders' seating areas must not be compromised, or they must be invited to participate in the Festival on terms that are mutually acceptable. The Council would need to see written evidence of such agreement with licence holders.
- f) One of the rooms in the Town Hall must remain available for other hirers or for the Council's own use at all times.
- g) The Festivals should employ or use local labour and encourage local businesses to participate, using locally sourced goods and services wherever possible.
- h) The Town Council's support must be acknowledged in all publicity material including the Festival website by way of featuring the



Town Council logo.

- i) Festival organisers must attach to their application their detailed income and expenditure figures and balance sheet for the most recent year every year that they are supported by the Council.