

[illegible]

HIRE POLICY

1. Introduction

- 1.1 The council manages a variety of facilities which are made available for hire to users, which include the Whitehill Centre, Eridge Field, Goldsmiths hard court areas, Goldsmiths changing rooms, and football pitches.
- 1.2 Hiring of facilities is managed through the council office, which 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.

2. Procedures

- 2.1 Users wishing to hire facilities should email the council with their initial enquiry. No booking is confirmed until the completion of a lettings form which details contact information, dates and times of hire, acceptance of terms and conditions together with provision of copies of any requested insurances (i.e. public liability) and payment of the appropriate fee. Hirers of the Whitehill Centre will be provided with a key upon receipt of a deposit. A £200.00 refundable damage deposit is required on booking the following sites.

Adams Field

Chapel Green

Jarvis Brook Recreation Ground

Eridge Field.

- 2.2 In the event of cancellation of a booking, refunds will be made on the following basis:

- Seven days' notice or more – full refund
- Less than seven days, but more than 48 hours' notice – 50% refund
- Less than 48 hours' notice – no refund

- 2.3 Users regularly making and subsequently cancelling bookings without good reason, may be refused future requests.

- 2.4 The council reserves the right to offer a reduced fee for regular users of the Whitehill Centre, the hard court areas and football pitches.

- 2.5 All bookings will be prioritised on a 'first come, first served' basis.

- 2.6 The decision as to whether to accept a booking or not rests with the 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 realistic threat of damage or injury to either the facility itself, other users in the vicinity, the council staff or the general public. Hire of any council facility for political use is also prohibited.

4. Hire Charges

4.1 All lettings charges will be reviewed regularly, and a schedule made available to the public via the council's website. The council reserve the right to offer reduced rates to community groups and/or charitable organisations.