



# **SUDBURY TOWN COUNCIL**

## **FREE USE OF THE TOWN HALL FACILITIES POLICY**

Adopted by resolution of Sudbury Town Council  
11<sup>th</sup> January 2022

## **Introduction**

1. Sudbury Town Council normally charges external organisations for the use of facilities within the Town Hall. The Assembly Room is available for the public to hire and the Mayor's Parlour may be available to approved organisations when authorised by the Town Clerk. The current charges are shown on the 'Scale of Hire Charges from June 2020'.
2. Charitable and socially beneficial organisations are already granted reduced rates, however some organisations request free use of facilities within the Town Hall and this policy sets out the Council's approach.

## **Principles**

3. Where there is an extra direct cost to Sudbury Town Council, such as overtime for any staff members, this will be charged unless there has been a specific grant to offset this cost from the Finance Committee.
4. Where there is no extra direct cost, such as for meetings when the Town Hall is open for other reasons, free use by charitable or socially beneficial organisations may be considered. Organisations requesting free use will be expected to explain why they cannot pay the normal charges.

## **Application Process**

5. Where time allows applications for the free use of facilities within the Town Hall should be made in writing (ideally by email to [info@sudburytowncouncil.co.uk](mailto:info@sudburytowncouncil.co.uk)) at least a month in advance of the required date so that the request can be discussed by the Leisure and Environment Committee.
6. Short notice applications may be submitted by the same method and the Town Clerk is given delegated authority to approve them in line with the latest guidance from the Leisure and Environment Committee.

## **Review of Charging**

7. The Deputy Town Clerk will maintain a record of all free use of the Town Hall facilities and will lead on a formal annual review of the free use process with a report back to the Leisure and Environment Committee.

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