



## Town Hall Room Hire Policy

1. The Town Council provides meeting rooms free of charge to local community groups and non-profit organisations only, who have links to the Well-being Goals (detailed below):
  - a. Well-being Goals:
    - 1) A prosperous Wales
    - 2) A resilient Wales
    - 3) A healthier Wales
    - 4) A more equal Wales
    - 5) A Wales of cohesive communities
    - 6) A Wales of vibrant culture and thriving Welsh language
    - 7) A globally responsible Wales
2. Allowed uses:
  - a. Meetings of not-for-profit organisations, community groups, unions, associations, political parties, etc. (Not for profit organisations may collect dues, fees or other appropriate charges).
  - b. Classes offered by educational institutions (providing concessional rates are available to eligible students).
  - c. Any other group/activity that can meet at least one of the Well-being Goals.
3. Prohibited uses:
  - a. Commercial events (where products, services or memberships are advertised, solicited, or sold) including educational classes which charge a fee. (NB. Point 2b above)
  - b. Use by commercial businesses.
  - c. Purely social events including personal and family birthday parties, receptions, etc.
4. Out of Hours: Rooms will only be hired outside of office hours (Monday to Friday 9am – 4.30pm), to the following:
  - a. Town Councillors undertaking Council business.
  - b. Other local groups where a Town Councillor is present as the responsible person/keyholder
  - c. To the local authority for election purposes.

In these circumstances, the Councillor or local authority official will be responsible for collecting and returning the Town Hall keys.

5. Town Hall staff reserve the right to approve/decline a booking based on the information provided on the booking form. Staff will signpost declined bookings, where possible, to other local community venues.
6. In the event of a booking that does not fall into a category mentioned above, administrative staff will defer to the Town Clerk. Should further authorisation be needed, the Town Clerk will consult with the Mayor and Chairs of the General Purpose and Planning and Policy and Finance Committees.