

# The Assembly Rooms Trust Dedham

## Hall Hire Policy

As a charitable Trust our aim is to provide a community building which is available to the public at large.

The established use of the Assembly Rooms as of 2020 is for meetings of groups such as Horticultural society, book club, Alpha sessions, WEA lectures and Guiding groups. The regular provision of classes in dancing, singing, keep fit/Pilates, art and speech therapy. For entertainment by film club screenings, drama productions and fundraising events and for enhancement of social welfare Antique, Dolls House and Craft fairs, private social events, and use as a Polling station.

The Trustees will consider fairly any new use proposed

## General statement of policy

Our policy is to prioritise community use of the building during week days. Use of the building at weekends will be allocated to the first confirmed booking having priority.

The Trust will not tolerate discrimination of any kind in deciding people or organisations that are eligible to apply to use its facilities

All users are treated as equal and the use of any one user group will not inhibit others use of the facilities

It is our policy that private and commercial bookings subsidise community use. All users are charged for using the facilities.

Formally adopted by Trustees on 7<sup>th</sup> December 2020

Review due July 2023

## Organisation and Responsibilities

The Trustees have overall responsibility for the hire of the facilities.

The Clerk to the Trustees has day-to-day responsibility for implementing our policy

## Hire Charges

- All Users of the Building are charged for their use.
- The usage charges take into account who is using the building and when they are using it and what facilities they are using
- The charges are set at the Annual Meeting each year
- Deposits are requested on occasional bookings
- All Hire Charges are due for payment on issue of an Invoice

## Booking Process

- Regular Users have priority of their regular booking days and times
- Community Users are asked to stand aside for occasional commercial bookings which cannot be accommodated at alternative time. This is a condition of qualifying for the community rate of hire.
- Bookings are accepted on a basis of first confirmed booking.
- The diary is to be administered to accommodate the maximum use of the facilities
- Occasional users are provided with a booking confirmation document and Terms & Conditions of Hire