



Worcester
CITY COUNCIL

Guildhall Room Hire Charging Policy

Title	Guildhall Room Hire Charging Policy
Status	For Approval
Document Version	V1
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Owner	Governance Service
Approved by	Policy and Resources Committee
Approved date	5 th November 2019
Review frequency	Annually
Next Review	November 2020

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Guildhall Room Hire Charging Policy

1. Introduction

- 1.1 The purpose of this Policy is to ensure clarity and consistency on the level of charges for Guildhall room hire, and to identify those events and meetings which are exempt from these charges.
- 1.2 The Policy will be subject to review on an annual basis by the Democratic and Civic Services Manager in consultation with the Corporate Leadership Team, Leader and Deputy Leader of the Council.

2. Chargeable Bookings at the Current Full Rate

The following bookings are chargeable at the current full rate as agreed as part of the Council's Fees and Charges:-

- 2.1 All external Individuals, Businesses, Organisations and Companies, with the exception of those identified in the section below under non-chargeable bookings.
- 2.2 Events and meetings where the Mayor is invited as a guest only.
- 2.3 Organisations and charities hiring the Guildhall for coffee mornings (please note, this is a set rate for coffee mornings only which is lower than the standard charging rate).
- 2.4 Worcester BID where there is no collaboration with Worcester City Council.
- 2.5 Local Authorities when there is no collaboration with the City Council.

3. Discounted Bookings

- 3.1 A 25% discount is offered for multiple room bookings for the same day and made at the current full rate. The discount would apply to the lowest priced room only.

4. Chargeable Bookings at 50% Concession of the Current Full Rate

The following bookings are chargeable at a 50% Concession of the Current Full Rate as agreed as part of the Council's Fees and Charges:-

- 4.1 Charities and Voluntary Sector Organisations.
- 4.2 Christmas Fayres held by Political Parties representing Worcester City Council.

5. Non Chargeable Bookings

The Guildhall can be booked without charge for the following reasons:

No.	Reason
5.1	To facilitate the business of the Council.

5.2	To provide support to assist Members in carrying out their role in accordance with protocols set out in the Council's Constitution.
5.3	To provide support to assist the Member of Parliament for Worcester in carrying out their role.
5.4	To support the work of partner organisations that are furthering the aims of the Council in bringing social, economic and environmental benefits to the City.
5.5	To support events that are led by the Mayor and Civic Officers.
5.6	To financially support the Mayor's chosen Charities with the proviso that bookings are made through the Mayor's Office.

The following groups or activities are currently using the Guildhall without charge under the above criteria:

- Worcester City Council Officer bookings for official Council business and staff engagement.
 - Worcester City Council Member Group Meetings.
 - Worcester City Council Member Surgeries.
 - Worcester City Council Member bookings for official Constituency business.
 - Local (Worcester) Political Party/Association Annual General Meetings. *The respective Political Party must have representation on Worcester City Council and local issues affecting Worcester constituents must be included on the meeting agenda.*
 - Local (Worcester) Political Party/Association Meetings. *The respective Political Party must have representation on Worcester City Council, local issues affecting Worcester constituents must be included on the meeting agenda and meetings shall be closed to the public.*
 - Worcester Member of Parliament Surgeries.
 - Joint Committees/Panels.
 - Conservation Advisory Panel.
 - Worcester Twinning Association.
 - Transition Worcester.
 - Worcester Civic Society.
 - Worcester Allotment Forum.
 - Fair Trade Coffee Mornings.
 - Graduation Ceremony Processions.
 - Mayor's Charities Meetings and Events.
- 5.7 In the event of a request for a reduction or waiver of charges by a group or individual, if the application meets the criteria set out at paragraph 5.1 to 5.6 and there is no intention to make a profit, the request will be considered on its merits by the Democratic and Civic Service Manager or, where deemed necessary, the Managing Director.

6. Election Bookings

- 6.1 In accordance with the Representation of the People Act 1983 and as further defined in the table below, a candidate at a parliamentary, European Parliamentary or local government election is entitled to use rooms at the Guildhall free of charge for the purpose of holding public meetings in furtherance of his/her candidature, also known as 'electioneering'.

- 6.2 The candidate or person on behalf of the candidate who has booked a room for the purpose of electioneering will be required to make a payment for any expenses incurred in preparing, warming, lighting, attending/manning and cleaning and restoring of the room to its normal condition after the meeting.
- 6.3 Registered Political Parties CAN NOT book rooms during the Period of Entitlement or Period of Purdah for electioneering purposes. However rooms can be booked by Registered Political Parties for non electioneering purposes during the Purdah period and are chargeable at the current full rate unless subject to provisions 5.5 or 5.6 of this policy.

Period of Entitlement	Ends on the day preceding polling day. Begins in the case of a parliamentary election with the receipt of the writ of election. For a European Parliamentary or local government election, the entitlement begins with the last day on which the notice of election may be published.
Period of Purdah	Ends on the day preceding polling day and begins on day of the publication of the notice of election.
Definition of Candidate	Includes both a candidate on the list of candidates of a registered party and an individual candidate.
Definition of Electioneering	The activities that candidates carry out in order to persuade people to vote for them or their political party in an election.