Charvil Parish Council

Hiring of Facilities at Discounted Rates Policy

Version 1.3 – May 2026

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1 Document Control Information

Title: Hiring of Facilities at Discounted Rates Policy

Date: May 2026

Version: 1.3

Authors: Charvil Parish Council

Version Control:

Version	Date	Description
1.0	April 2019	Policy Published
1.1	August 2024	Reviewed & Updated
1.2	May 2025	Reviewed, no updates required
1.3	May 2026	Reviewed, no updates required

Approved by:

Title	Name	Signature	Date
Chair of the Council			
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Introduction

3.1 Charvil Parish Council (CPC) has the power (but not the obligation) to offer discounted rates or concessions to organisations or individuals organising a fundraising event, or for other causes which CPC believes are deserving of a discount.

3.2 Any such discounts or concessions awarded may be subject to conditions and must bring direct benefit to the parish and/or its inhabitants.

3.3 The direct benefit accruing must be commensurate with the concession offered.

4 Policy

4.1 CPC will consider applications for discounts or concessions only from non-profit-making voluntary organisations, charitable bodies or individuals organising a fundraising event, providing a public service other than for gain, and which will directly benefit the parish of Charvil and its inhabitants.

4.2 Priority will be given to smaller and more local organisations.

4.3 Typical discounts/concessions for the Village Hall would be as follows:

- If the whole building is requested for hire for a fundraising event, CPC would consider offering the Committee Room free of charge for the duration of the rental period.
- If only the hall and kitchen have been requested for the hire for a fundraising event at a weekend, CPC would consider offering the weekday rate for the facilities rather than the weekend rate.
- If the hire is for a weekday and only one room is required, as the weekday rates for the building are already competitive, no further concession will be available.

4.4 As regards the Margaret Gimblett Pavilion, minimal discounts may be considered.

4.5 Applications will be considered afresh each year and success in one year does not set a precedent for future years.

4.6 Any requests for a discount or concession must be agreed at the time of booking. No retrospective requests will be considered.

4.7 All discounts or concessions must be properly accounted for and proof of donation to a charitable cause must be supplied if requested. If CPC is not satisfied that the discount or concession has been used properly it reserves the right to require that the full rate applies, and the balance must then be paid immediately.

5 Contact Details

5.1 Contact Details for the Charvil Parish Council Amenities Manager are:

- By Email to Bookings@CharvilParishCouncil.gov.uk
- By mail to: Charvil Village Hall, The Hawthorns, Charvil. RG10 9TT

6 Review

6.1 This policy will be reviewed annually