Charvil Parish Council

# Management of Facilities for Hire Policy

Version 1.3 – May 2026

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# 1 Document Control Information

**Title:** Management of Facilities for Hire Policy

**Date:** May 2026

**Version:** 1.3

**Authors:** Charvil Parish Council

**Version Control:**

| Version | Date | Description |
|---|---|---|
| 1.0 | October 2018 | Policy Published |
| 1.1 | August 2024 | Reviewed & Updated |
| 1.2 | May 2025 | Reviewed, contact details updated |
| 1.3 | May 2026 | Reviewed, no updates needed |
| | | |

**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 This document articulates a set of principles for the management of Charvil Parish Council (CPC) facilities which are available for hire and has been agreed by CPC in a meeting of the full Council.

3.2 Its purpose is to act as a guide for the Council's decisions on the management of its facilities (principally at East Park Farm and the Village Hall) and in turn to advise residents and other members of the general public, as well as to provide a management framework for officers of CPC.

# 4 Policy

4.1 CPC's facilities for hire are promoted for recreation and use by individuals and organised groups from within the village and the surrounding area.

4.2 CPC's facilities are for the use of the whole community; that is Charvil residents of all ages, clubs and other groups within the village and the surrounding area.

4.3 The use of CPC's facilities will attract a fee to users which is intended to cover the average annual operating expenditure required for the good management and maintenance of the facilities.

4.4 In addition, consideration when setting fees should be of a further margin to cover depreciation and other related long-term maintenance requirements.

4.5 In principle, and in the medium term, each facility (i.e. Village Hall, Pavilion, Pitches, Cricket Square, Tennis Courts and Vegetable Plots) is expected to support itself without subsidy from other facilities or from CPC's precept.

4.6 To achieve the above, CPC will publish a Fee Schedule for each facility annually which will apply unless otherwise agreed and by exception only,

4.7 CPC's aim is to maximise the usage of each facility without compromising its condition through overuse or other detriment.

4.8 Usually CPC expects to renew regular users' bookings although the above considerations may identify a more advantageous user, in which case this will be discussed with the established user and if necessary, a proportionate notice period given.

# 5 Contact Details

5.1 Contact Details for the Charvil Parish Council Clerk are:

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

# 6 Review

6.1 This policy will be reviewed annually