



Deal Town Council - Free Use Policy

ELIGIBILITY (in line with General Grant Guidelines)

Deal Town Council will consider applications for free use of the Town Hall from any of the following;

- Not for profit local organisations and community groups based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal Town Council area.
- Registered charities based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal Town Council area.
- Social Enterprise Companies or Community Interest Companies based in the Deal Town Council area or with beneficiaries exclusively or predominantly in the Deal town Council area.

NB: Definition of Deal Town Council Area – North Deal, Middle Deal & Mill Hill Wards

General Guidelines

- Qualifying groups will be limited to 1 free use per financial year.
- Free use requests will only be considered for bookings that will take place Monday to Friday during office hours of 9.00am and 5.00pm.
- Free Use will not be offered on Saturday, Sunday or public holidays as rooms must be available for paid hire or for council events.
- Free use will only be offered for a maximum period of up to 4 hours, which must include setup and cleaning. This cannot form or be part of a longer booking time.
- Free Use will only be offered for the hire of the Chamber, Committee Room and Kitchen including use of crockery and urn, for preparing light refreshments only and does not include the use of any other equipment. However, the following will be available to hire at standard charges. IT equipment (screen, projector), kitchen equipment for preparation of meals, use of the cooker and microwave, use of the tablecloths.
- All free use requests must fully comply with the Town Hall general conditions of hire.
- Free use will not be given for religious or party political purposes.

Application Process

Free use request forms must be received by the Events Manager a minimum of 3 weeks prior to the desired date of free use.

The free use request form must include sufficient information to allow the Events Manager to judge the purpose and nature of the event. Applicants will be asked to confirm that they fit into the criteria listed above.

Decisions on Free Use requests are delegated to the Event Manager in liaison with the Town Clerk and R.F.O. A standard hire form must be completed once free use has been approved.



Free Use Application Form

Tell us about your Event. Add as much detail as possible.

Date of Event:			
Time of Event:			
SUMMARY: (Describe your reasons for requesting free use of the Town Hall)			
1. Name of Organisation & Address			
2. Name of applicant Position Tel no Email			
3. Type of Organisation (i.e Not for Profit Organisation, Registered Charity, Community Group, Social Enterprise Company or CIC)	Not for Profit Organisation	YES/NO:	Details:
	Registered Charity	YES/NO:	Charity Number:
	Social Enterprise/CIC	YES/NO:	Details:
	Community Group Club/Association	YES/NO:	Details:
	Other	YES/NO:	Details:
4. Describe how you meet the criteria for free use using the eligibility guidelines			
5. Date and Time of Event (max allowance 4 hours Mon-Fri 9am-5pm)			
6. Has free use been previously granted within the last financial year?			
7. Does your request for hire adhere to the general conditions for hire?			

8. Please tick rooms required	Chamber <input type="checkbox"/>	Committee Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>
9. Do you require the use of any chargeable equipment?	Please list if applicable.		

Declaration:

I declare that the information given is correct, and agree to adhere to the free use guidelines/ conditions and confirm that this organisation has not received a free use grant during this financial year.

Signed _____

Date _____

Completed forms must be returned to the Events Manager, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Events Manager, Tel: 01304 361999 or e-mail: joanne.harper@deal.gov.uk.

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or final signed page to be submitted by post.

Application forms must be submitted at least 3 weeks before event.

Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: www.deal.gov.uk for further information)

For Town Hall use only.	
Date application form received	
Date application form validated	
Events Manager decision	
Date agreed by Town Clerk/R.F.O	
Date applicant notified of decision	