



NANTWICH TOWN COUNCIL

CIVIC HALL POLICY

Approved: 06th June 2023

Version: 2

Date To Be Reviewed: May 2026



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

TYPE OF EVENTS

This policy outlines the key principles in operating the Civic Hall as a community building for the use of local organisations and residents involved in commercial and community events.

Attendance at events hosted at the Civic Hall varies considerably. Some community functions, particularly those during the daytime, have low attendances. Charity events, concerts, sportsman's evenings and comedy nights are often sold out.

Staffing the events has a similar basic cost. As a result, community events with low attendances are subsidised because expenditure is not covered by admission revenue. Events with high attendances involve substantial bar takings and therefore generate the highest income.

Community events are supported on weekdays and evenings. At the weekend events which are more commercially successful are prioritised and encouraged.

This overall approach accords with the content of the transfer agreement with Cheshire East Council. The agreement is subject to an overage deed which requires payment of capital sums to Cheshire East if the Town Council ceases to use the Civic Hall for community purposes.

HIRE CHARGES AND SCOPE FOR VARIATION

The Council's policy is to operate a standard scale of charges to recover operating costs whilst allowing Civic Hall management the scope to negotiate charges for major events.

Hire charges are reviewed and agreed by Council on an annual basis. Variation from the standard charges is applied at the discretion of the Facilities Manager for commercial events.

DONATIONS TO ORGANISATIONS IN THE FORM OF FREE SERVICES

The Councils' policy is to provide support to charities through provision of grant aid up to the limits set in the budget.

Community event organisers from charities often request a discount on the hire cost of the hall. This practice is recognised by Finance Committee in its recommendations on budget provision each year. A budget is allocated to support up to 12 community events per year. There is also scope for organisers to apply for additional grants. By implementing this grant scheme responsibility for allocating discounts for non-commercial events is taken by Council rather than by staff.



RESTRICTIONS ON HIRE

The Council's policy is not to let the Civic Hall for events which contravene the Councils' discrimination policy or are contrary to the Civic Hall Terms and Conditions of Hire.



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VERSION CONTROL

Approval Date

Version 1
Version 2

April 2015
May 2023



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