



STOTFOLD TOWN COUNCIL
BUILDINGS HIRING POLICY 2026
VERSION: 1.0

1. Purpose

This policy sets out the conditions under which parties may hire the Town Council owned buildings.

2. Scope

This policy applies to the hiring of all Council owned buildings, namely the Memorial Hall and Greenacre Centre.

3. Policy Statement

Stotfold Town Council is committed to ensuring that its buildings are accessible, safe and well managed community assets. The Council aims to encourage a wide range of activities that benefit the community of Stotfold while ensuring that the use of its facilities is lawful, safe, financially sustainable and respectful of neighbouring residents.

4. Key Objectives

4.1 The key objectives of this Policy are to:

- Ensure all hires are run effectively and comply with relevant legislation
 - Health and Safety at Work Act 1974
 - Occupiers' Liability Act 1957 and 1984
 - Licensing Act 2003
 - Equality Act 2010
 - Fire Safety Order 2005
 - GDPR / Data Protection Act 2018 (for booking information)
- Ensure the health and safety for hirers, their attendees and any third-party entertainment.
- Protect the reputation and promote a positive image of Stotfold Town Council.
- Ensure that hires can clearly demonstrate they are able to, as far as their hire requires, plan an event which is safety-focus and compliant with any regulations that may be applicable.
- Encourage and welcome the hire of our buildings.
- Ensure hirers receive the hall in good order and return it in the same state.



- Ensure that every effort is made to protect against damage to the buildings and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the hirer or the insurance provider.
- To secure an income from the hirer of our buildings and ensure that the buildings are used safely by hirers.
- Minimise and mitigate disruption to neighbouring residents.

5. Roles and Responsibilities

5.1 Officers

- Administer bookings and maintain booking records
- Ensure hirers complete the correct documentation
- Ensure risk assessments and insurance documentation are obtained where required

5.2 Town Clerk

- Ensure compliance with legislation and Council policies
- Approve or refuse bookings where there are operational concerns

5.3 Buildings Management Committee

- Set hire charges and discounts
- Consider requests for free hires
- Review this policy regularly

6. Procedures

6.1 All Hires

All applications for use of a hireable building and/or room must be made to the Town Council, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG during office opening hours. Bookings are made by completing a Hiring Agreement form and making a deposit of 25% or £5 whichever is the greater. Applications must be received within seven days of making the provisional booking. The outstanding sum is due no later than two weeks prior to the booking otherwise Stotfold Town Council reserve the right to cancel the booking without notice.

Any applications made outside of the above timescales are accepted at the discretion of the Town Council.

The Town Council reserves the right to refuse any application for hire without stating its reasons for doing so.

6.2 Damage Deposits

Memorial Hall

Commented [EP1]: What happens if bookings are made less than 7 days before the hire date?

Commented [EP2]: Add information about deposits



A damage deposit of £250.00 is taken to cover the insurance excess incurred as a result of any damage done to the property or the contents during the hire period. The damage deposit can be made by cheque, cash or card pre-authorisation. Deposits taken by card authorisation will be the taken the week of the hire, this is held for approximately 7 days.

Greenacre Centre

A damage deposit of £100.00 is taken to cover the insurance excess incurred as a result of any damage done to the property or the contents during the hire period. The damage deposit can be made by cheque, cash or card pre-authorisation. Deposits taken by card authorisation will be the taken the week of the hire, this is held for approximately 7 days.

Returning the Deposit

Following confirmation from our Caretakers that no damage has occurred, the deposit will be returned to the Hirer. In the event that the damage deposit has been taken by pre-authorisation, the deposit is automatically returned approximately 7-10 days from when it was taken, however this is subject to the respective banks' own timescales and procedures.

6.3 Cancellation

The Council reserves the right to cancel a booking where:

- the premises are required for Council purposes e.g. meeting or election
- safety concerns arise
- hirers fail to comply with the hiring agreement

6.4 Free Hires

Free hires will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold.

Requests for free hires must be made in writing to the Buildings Management Committee at least 2 weeks prior to the Buildings Management Committee Meeting which sits immediately before the booking.

6.5 Political Hires

Political Hires will be made in accordance with the Town Council's Political Hire Procedure.

6.6 Regular Hires



Arrangements for a regular booking may be made at a reduction over the normal rates. Before a regular booking can be considered, an organisation must book the Hall for a minimum of four bookings throughout the year. Regular hirers of Town Council facilities are invoiced monthly in arrears with a 30-day credit period. After the fourth pre-paid regular hire, a 10% discount will be applied. By signing a hiring agreement, you will agree to settle outstanding invoices within the 30-day credit period by the relevant payment methods. Failure to do so will result in the Council's Credit Control & Bad Debt Policy being implemented.

6.7 Handover Forms

The lead hirer will need to undertake a handover of the premises with the caretaker at the start of the hire and complete a handover of the premises back to the caretaker at the end of the hire.

6.8 Third Party Entertainment

All external entertainment providers will be asked to supply copies of their Public Liability Insurance, with a **minimum** of £2,000,000 cover and a Risk Assessment.

6.9 Supervising Adults and Minimum Age of Hirers

The lead hirer must be at least 21 years of age.

Where the premises are hired for events primarily attended by persons aged under 21, the Council may require a specified number of responsible adults aged 25 or over to be present throughout the hire period to supervise the event.

6.10 Prohibited Use

The premises must not be used for:

- unlawful activities
- activities likely to cause nuisance to neighbours
- activities that may damage the reputation of the Council

7. Monitoring and Review

This policy will be reviewed regularly by the Building Management Committee.

8. Related Policies and Documents

8.1 Memorial Hall

[Memorial Hall Hiring Agreement Form](#)



[Memorial Hall Regular Hiring Agreement Form](#)

[Memorial Hall Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

8.2 Greenacre Centre

[Greenacre Centre Hiring Agreement Form](#)

[Greenacre Centre Regular Hiring Agreement Form](#)

[Greenacre Centre Hirers Handbook](#)

[Hiring Handover Form](#)

[Regular Hirer Handover Form](#)

8.3 Related Policies

[Political Hirer Procedure](#)

Version History:

| Version No | Date Approved/Reviewed | Summary Of Changes | Review Date |
|------------|------------------------|--------------------|-------------|
| 1 | Adopted March 2026 | n/a | March 2028 |
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