



EAST COWES  
TOWN COUNCIL

# **DISPENSATION OF HALL HIRE CHARGE POLICY 2023**

## 1 Introduction

1.1 East Cowes Town Council recognises that they may, at their discretion, grant dispensation of hall hire charges or other associated costs, such as key holder/caretaker charges.

1.2 Unless otherwise specified (1.3), it will be assumed that a request for dispensation of charges is for a singular event, deemed to be of benefit or interest to the community e.g. Remembrance Anniversary.

1.3 Dispensations granted to a charitable or non-profit making organisation, for several events that occur regularly throughout a calendar year, will be reviewed annually in January for the following calendar year.

## 2 Criteria for Dispensation

If you consider that the criteria listed below applies to you or your organisation and you wish to apply for dispensation of hall hire charge and /or associated charges, please contact the Town Clerk. Email [Clerk@eastcowestowncouncil.co.uk](mailto:Clerk@eastcowestowncouncil.co.uk) or phone 01983 299082

You or your group are:

- a registered charity – evidence of current charitable status will be required
- a non-profit making community group – Copies of the last years accounts evidencing non-profit status will be required
- an individual or non-profit making organisation providing free advisory/guidance services to members of the East Cowes Community such as Citizens Advice – evidence of organisation’s registration will be required
- a non-profit making youth organisation - Copies of the last years accounts evidencing non-profit status will be required
- a Community Interest Company – Evidence of current registration and constitution
- a group formed to mark a “one off” special event of benefit or interest to the community – details of the event and group arranging will be required

## 3 Other Groups/Individuals

- If you do not meet any of the criteria listed in section 2, but still wish to request that you be considered for dispensation, you should make a written application setting out your reasons, as soon as practically possible, providing sufficient evidence and background details which must be received by the Town Clerk in advance of the date you require.
- Any application made after the date of hire (retrospective applications) will not be considered.
- All applications made under sections 2 and 3 will be considered by Full Council and their decision will be final. There is no appeal process.