

Review - DISCOUNTED HIRE RATE POLICY

BROADSTAIRS AND ST PETER'S TOWN COUNCIL

Approved by Council 24 February 2025

Reviewed date: 30th June 2026

INTRODUCTION

Broadstairs and St Peter's Town Council is committed to maximising use of its buildings by members of the local community. In the interests of transparency, fairness and consistency, the following guidelines for ascertaining which hirers may receive reduced rates were approved at the Community Assets Committee meeting of 19 February 2024 (Minute 145).

DISCOUNTED HIRE RATE POLICY: dictates the rules, conditions, and eligibility criteria under which THE Town Council offers reduced prices for renting its assets, vehicles, venues, or equipment. The primary objective is to maximise asset utilisation during quiet periods while maintaining a clear, fair structure for customers.

1. COMMUNITY FREE OFFER

Free venue hires to non-profit making businesses or organisations offering a service which benefits mainly CT10 residents and meets ALL of the below criteria and rules below.

The voluntary person(s)/organisation needs to;

- Promote a cleaner, safer, kinder Broadstairs
- Offer a free service (i.e. workshop).
- Conduct an open-door policy where all are welcome.

The following rules **all** need to be in place for the booking to be made.

The booker needs;

- to be over the age of 18 and provide a copy of their public liability insurance.
- to adhere to the rule that for every ten members of the public, there should be one responsible person.
- to ensure there is no entry fee, activities are free and no pitch fees are charged. The booker's service must directly benefit the residents of Broadstairs and St Peter's and must not provide significant advertising or other commercial benefits to a profit-making business or organisation.
- to ensure that the event(s) will operate as self-opening. There will be no office staff during these bookings.
- to ensure that the event is not of a political nature.
- to be the responsible person and is required to sign our hire agreement.

Terms can be found in the hirer agreement.

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2. COMMERCIAL – FULL RATE/PACKAGES

These events provide a commercial benefit to an individual or a profit-making organisation or operation, or are operating as a private event with no benefit to the community. No discount will be offered to these bookers.

Other commercial discounts are available in relation to packages. Bookers can find out more by contacting our bookings team.

3. STAFF (WORK RELATED) FREE OFFER

All staff must request booking of the meeting rooms at Pierremont Hall through the events team. All bookings are at zero-charge but are added to an on-going report generated by the events team.

All bookings must be work related and not for any private use.

4. STAFF PRIVATE 20% OFF

Those employed by the council will receive 20% off the room hire rate for any private event they wish to book at Pierremont Hall, provided they strictly adhere to the following conditions:

- When booking a private event or attending as a guest to a private event, the employee acts strictly as an external "HIRER" or "GUEST". They possess no professional authority, workplace privileges, or staff-level access rights for the duration of the setup, event, and pack-down periods. They will be given a normal hire agreement like any commercial booker and their guests.
- Staff members are strictly prohibited from acting as the active on-site "Venue Manager" for their own private bookings.
- If the private event is booked under the unstaffed, "self-opening" criteria, the staff member acts solely as the designated *Responsible Person* and cannot rely on council colleagues to assist, manage, or clean the event.

All staff private bookings must be requested formally through the regular process and await approval for the Events & Bookings Manager and Town Clerk.

5. COUNCILLOR FREE USE

Any Broadstairs and St Peter's Town Council elected councillor may request the free use of meeting rooms at Pierremont Hall, provided they strictly adhere to the following conditions:

- The core reason of the meeting must directly relate to matters impacting the Broadstairs area (Cleaner, Safer, Kinder).

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- Room access is strictly conditional upon venue availability and prior reservation.
- Rooms shall not be used for party-political campaigning, electioneering, or commercial gain.

Bookings may involve attendance or joint hosting with other elected councillors.

6. COUNCILLOR PRIVATE USE

Councillors looking to hire Pierremont Hall will be treated the same as a commercial booker. No discounts, other than package deals i.e. wedding packages, are offered to councillors.

NOTES

*All our fees are already offered at a lower rate than the competitive market. Fees need to be charged to reflect any staff needed and to maintain the standard of the venues.

In cases where it is unclear whether an individual or organisation meets the criteria, the final decision will lie with the **Chairman and Vice Chairman of the Community Assets Committee.**