



AYLSHAM TOWN COUNCIL

LETTING POLICY



This document should be read in conjunction with the booking form

- 1. Aylsham Town Council is responsible for the letting of rooms at both the Town Hall and the Drill Hall. These rooms are let to both community groups and individuals. The cost of maintaining both these venues is borne by the residents of Aylsham and as such it is the Town Councils duty to ensure all payments are made in a timely manner.**
2. The cost of hiring the rooms is agreed by the Town Council and the fee is fixed and no individual negotiation may take place.
3. Regular hirers are also key holders and therefore have unfettered access to the buildings. This access is not a right and if it is deemed it has been abused will be removed.
4. Regular hirers are invoiced monthly in advance. Invoices are usually prepared mid-month. Payments should therefore be received by the Town Council by the 15th of the month they relate to.
5. Late payments cause additional work for the Town Council and are disrespectful to other hirers. Therefore, the Town Council will not accept regular late payments and will take the following action:

One late payment	Statement
Two late payments	Statement
Three late payments	Withdrawal of key holder privileges
Four late payments	Termination of hire

(These do not have to be consecutive payments)
6. One-off hirers will be invoiced in advance and payment must be received one week before the event unless paying in cash. The rooms will not be made available to the hirer unless the fee has been paid.
7. Any damages or breakages should be reported as soon as possible after the hire.
8. The person making the booking is responsible for the payment even if booking on behalf of a third party.
9. If the booking is cancelled less than a week before the event no refund will be made.

Adopted: November 2018

Reviewed February 2023

Next Review Due November 2024