

Appendix 1

Proposed Concessionary Scheme for use of the Civic Suite

All Concessionary Use is Free of Charge and must be confirmed through the Leisure and Cultural Service Room booking service.

- Concessionary use is only offered if **all** of the following criteria apply:

Concessionary Room Booking Matrix	
1. The Organisation/Group/Charity is either Redditch Based or provides a Service to Residents in Redditch	Yes/No
2. The Organisation/Group/Charity is a constituted body	Yes/No
3. The Organisation/Group/Charity can clearly demonstrate where they support the Council's Strategic Purpose	Yes/No
4. The Organisation/Group/Charity work in partnership with the Council	Yes/No
Or	
1. Are the Meetings/events covered by the Mayor's Policy this is for free of use for 4 occasions throughout the year	Yes/No
2. Is it a MP Surgery	Yes/No

- Any organisation requesting free use of the Civic Suite must agree to the Terms and Conditions of use
- Concessionary bookings can only use the rooms Monday to Thursday between 9.00am-9.30pm or Friday 9.00am-5.00pm, should any meeting overrun these times the user will be charged at the commercial rate (pro rata per hour), with the exception of MP Surgery which runs 5pm – 7pm in room 6 only
- A Concessionary bookings may be declined if a formal Committee meeting is being held in the Civic Suite
- Priority will be given to core Council Business, Commercial Bookings and Concessionary Bookings in that order
- If there is a special request to use the Civic suite at the weekend, then a charge will be made to cover the Council's operating costs for that event. (ie: weekend caretaking cover/refreshments etc...)
Exceptions will be made for Civic Memorial Events such as Holocaust, and Remembrance Sunday

- Refreshments will be charged at the current rate according to the Fees and Charges and will be invoiced following the event.
- Concessionary bookings may be cancelled at short notice should the room be required for Council business
- In the event of a dispute the final decision will be made by the Leader of the Council

PLEASE NOTE

- Concession is **FREE USE** unless otherwise specified
- **Normally Monday to Thursday** as rooms permit/weekend bookings to be charged
- **Council Party Group Meetings** are to be treated as any other internal council meeting
- **Political Party Meetings** are external, commercial lets and therefore chargeable
- Wherever possible **regular** concessionary bookings should be made in advance and programmed into the room booking system
- **MP Surgery use and Political Party Meetings** are suspended during any formal election/referendum period