



THE  
**GUILDHALL**  
WORCESTER



**Worcester**  
CITY COUNCIL

**Guildhall Room Hiring  
Policy**

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# 1. Purpose and scope

- 1.1 The purpose of this Policy is to ensure clarity and consistency on the permissible types of hire of the Guildhall and the level of charges that will apply, and to identify those events and meetings which are exempt from these charges.
- 1.2 The Council welcomes visitors to the beautiful Guildhall. The overarching principle of the Guildhall room hiring policy is that the Guildhall is first and foremost a municipal building and the home of administration for Worcester City Council. It is also an important heritage building. The Council's objectives and requirements for the building will always be prioritised in any hiring arrangements. This includes as to the acceptable uses for hiring, the terms and conditions of the hiring and the charges that will apply.
- 1.3 Terms and conditions apply to all hiring. These can be viewed on the Council's website as well as being made available with hiring enquiries. The terms and conditions are subject to consumer protection law and are regularly reviewed. The current terms and conditions can be viewed here [\[link\]](#).
- 1.4 The Council is committed to promoting and supporting good relations and cohesion between all communities in the city so that everyone feels welcome and safe when visiting the Guildhall. The Council's reputation and its own policies and objectives are relevant factors in the decisions that the Council makes about external hirings.
- 1.5 The Council reserves the right to refuse an application or cancel a booking on the grounds of national security, public safety, the prevention of crime or disorder, the economic wellbeing of the community, the protection of health or morals, the protection of rights and freedoms of others, purposes incompatible with the Council's duties under the Equality Act 2010, or any other grounds in its absolute discretion. For example, the Council does not permit any hirings which are for:
  - Any political protests, rallies or demonstrations;
  - Purposes which are illegal or contrary to any legislation;
  - Events which may cause civil unrest or division within the community;
  - Purposes that may render invalid any insurance policies in place;
  - Purposes that may cause or pose a risk of loss, damage or significant expense to the Guildhall or harm the reputation of the City Council and/or the Guildhall;
  - Purposes or organisations which are incompatible with the Council's own policies and objectives.

- 1.6 The Council's Guildhall managers are duly authorised to refuse or terminate a booking in accordance with the terms of this Policy and the legal terms and conditions of hire. The Managing Director will consider any appeal or complaint against such action that may be reasonably raised by a hirer.
- 1.7 This Policy explains what usual charges apply for hiring the Guildhall. Additional charges may also apply depending on the nature of the booking, for example in relation to security services, cleaning costs, catering or corkage charges. How these charges may apply is explained in the terms and conditions.
- 1.8 The Council's access statement is available on our website and on request. If a hirer has any special accessibility requirements, they should contact the Guildhall Team for further advice.

## **2. Chargeable Bookings at the Current Published Rates**

- 2.1 The following bookings are chargeable at the current published rates as agreed as part of the Council's Fees and Charges:-
  - All external Individuals, Businesses, Organisations and Companies, with the exception of those identified in section 4 below under non-chargeable bookings.
  - Events and meetings where the Mayor is invited as a guest only.
  - Not for profit organisations and charities hiring the Guildhall for coffee mornings (please note, this is a set rate for coffee mornings only which is lower than the standard charging rate – refer to the Council's fees and charges).
  - Worcester BID where there is no collaboration with Worcester City Council.
  - Local Authorities when there is no collaboration with the City Council.

## **3. Chargeable Bookings at 50% Concession of the Current Published Rates**

- 3.1 The following bookings are chargeable at a 50% Concession of the Current Published Rates as agreed as part of the Council's Fees and Charges:-
  - Charities and Not for profit organisations – applicable from Monday to Friday 8.30am – 5.30pm only.

## **4. Non-Chargeable Bookings**

- 4.1 The Guildhall can be booked without charge during normal opening hours (with the exception of Civic Events) for the following reasons:

No.	Reason
(a)	To provide support to assist Members in carrying out the functions of the Council in accordance with protocols set out in the Council's Constitution.
(b)	To provide support to assist the Member of Parliament for Worcester in carrying out their role as set out below
(c)	To support events that are led by the Mayor and Civic Officers.
(d)	To support the Mayor's chosen Charities with the proviso that bookings are made through the Mayor's Office and for room hire only
(e)	To support a local organisation which is directly delivering an event that the Council would otherwise deliver itself

The following are non-chargeable bookings:

- Worcester City Council Officer bookings for official Council business and staff engagement.
- Worcester City Council Member Group Meetings.
- Worcester City Council Member Surgeries.
- Worcester City Council Member bookings for official Constituency business.
- Local (Worcester) Political Party/Association Annual General Meetings. *The respective Political Party must have representation on Worcester City Council and local issues affecting Worcester constituents must be included on the meeting agenda.*
- Local (Worcester) Political Party/Association Meetings. *The respective Political Party must have representation on Worcester City Council, local issues affecting Worcester constituents must be included on the meeting agenda and meetings shall be closed to the public.*
- Worcester Member of Parliament Surgeries.
- Joint Committees/Panels.
- Conservation Advisory Panel.
- Worcester Twinning Association.
- Transition Worcester.
- Graduation Ceremony Processions. (subject to review)
- Mayor's Charities Meetings and Events.
- Shared Services Meetings.
- Worcester BID for their election purposes.
- Hopmarket Charity.
- Elgar Day and associated meetings (one day event and associated meetings).
- Investiture Ceremony.

4.2 In the event of a request for a reduction or waiver of charges by a group or individual which is not listed above, if the application meets the criteria set out at paragraph 4.1 (e) and there is no intention to make a profit, the request will be considered on its merits by the Democratic and Civic Service Manager or, where deemed necessary, the Managing Director.

## 5. Election Bookings

- 5.1 In accordance with the Representation of the People Act 1983 and as further defined in the table below, a candidate at a parliamentary, European Parliamentary or local government election is entitled to use rooms at the Guildhall free of charge for the purpose of holding public meetings in furtherance of his/her candidature, also known as 'electioneering'.
- 5.2 The candidate or person on behalf of the candidate who has booked a room for the purpose of electioneering will be required to make a payment for any expenses incurred in preparing, warming, lighting, attending/staffing and cleaning and restoring of the room to its normal condition after the meeting.
- 5.3 Registered Political Parties CAN NOT book rooms during the Period of Entitlement or the Pre-Election Period for electioneering purposes. However, rooms can be booked by Registered Political Parties for non-electioneering purposes during the Pre Election Period and are chargeable at the current full rate.

<b>Period of Entitlement</b>	Ends on the day preceding polling day. Begins in the case of a parliamentary election with the receipt of the writ of election. For a European Parliamentary or local government election, the entitlement begins with the last day on which the notice of election may be published.
<b>Pre-Election Period</b>	Ends on the day preceding polling day and begins on day of the publication of the notice of election.
<b>Definition of Candidate</b>	Includes both a candidate on the list of candidates of a registered party and an individual candidate.
<b>Definition of Electioneering</b>	The activities that candidates carry out in order to persuade people to vote for them or their political party in an election.