



Connah's Quay Town Council

Title:	Waiver/Reduction of Hire Charges Policy
Approved by:	Town Council.
Date:	12 November 2025
Version Number:	1.0
Status:	Agreed
Review Frequency:	Every 2 years
Next review date:	2027

1. Purpose and Scope.

- 1.1 The purpose of this policy is to provide a framework for requests for waiver or reduction of hire charges.
- 1.2 The Town Council has the discretion to agree or not agree for room hire charges to be waived or reduced. This decision is approved by full Council at a Town Council meeting.
- 1.3 Written requests must be received prior to the event. Retrospective requests may be considered at the Town Council discretion.
- 1.4 Local schools in Connah's Quay will receive 100% waiver on room hire charges but only with a written request being made prior to the booking.
- 1.5 Charity events hosted by Connah's Quay residents/organisations may receive 100% waiver for the event. Only one 100% waiver will be granted in the financial year. If a second request is received this may be granted at 50% of the hire charge. The resident/organisation **MUST** provide a total figure raised for the charity after the event.
- 1.6 The waiver/reduction agreed is for the timeslot of the booking **only** and not for set up or set down.
- 1.7 The Chair and Vice Chair of Recreation and Entertainments Committee will be notified of the request prior to the Town Council meeting.
- 1.8 All requests will be notified to full Council as an agenda item at the next Town Council meeting following on from the hirers request.
- 1.8 All Civic Hall bookings are encouraged to have the bar facility available. If the hirer requests that the bar remains closed the waiver/reduction is at the Town Council's discretion.
- 1.9 Considerations of the request for waiver/reduction must be beneficial to the local residents and/or surrounding area and/or a local charity.