



Kings Hill Parish Council

Standard Event Request Procedure

Adopted 16/03/2016

Review date 15/03/2017

Procedure

1. Initial contact should be made via the Community Centre Manager or Sports Park Manager for events to be held at the respective sites
2. If the Manager is unable to make a decision on the event request a standard email will be sent:
 - a. Thank you for your recent enquiry to hold a XXX event at the Community Centre/Sports Park. Unfortunately, I will need to submit your request to the Sports and Leisure Committee for a decision for events of this type. Before the event is discussed, please would you give me the following additional information: XXX (e.g. risk assessment, copies of public liability insurance cover, project plan etc). The Committee next meet on XX and will discuss your proposal then. We will get back to you within a week of the meeting to update you on their decision.
3. A request for the event to be added to the next committee agenda should be made immediately to the Parish Office (office@kingshillparish.gov.uk).
4. Responses to additional information requested should be submitted to the Parish Office prior to the Committee meeting.
5. The event should be discussed at the Committee meeting, a decision made and price agreed.
6. The Manager to contact the hirer within 1 week of the committee meeting informing them of the decision.
7. In certain circumstances the CEO will respond to the hirer at the specific request of the Committee only.

Flowchart

Stage 1 - intial enquiry

- Initial Contact to CC / SP Mgr with details of the event
- If the event is within delegated powers then a decision is made on availability / price within standard procedures
- If the event is outside delegated powers then a standard response is sent to the hirer

Stage 2 - Information

- The request is passed to the Parish Office to add to the next S&L agenda
- Any additional information request from the hirer is passed to the Parish Office for the meeting

Stage 3 - Committee meeting & decision

- The event should be discussed at the Committee meeting, a decision made and price agreed.
- The Manager to contact the hirer within 1 week of the committee meeting informing them of the decision.
- In certain circumstances the CEO will respond to the hirer at the specific request of the Committee only.