

CRC Booking Policy

20/10/2021

Purpose of this Document

The purpose of this document is to convey the CRC Exec's wishes for the principles of operation of bookings. It may be revised from time to time.

This is principally an internal document complementing the procedure. The Terms and Conditions are designed for distribution to hirers as the basis of agreement.

Aims Of Booking

Bookings are designed to support confident arrangements between CRC and hirers regarding:

1. The terms of agreement including the rate to be paid and the timing of payment, deposit;
2. Start and end times;
3. Car parking arrangements;
4. The facilities booked including inside the Hall and the Rec field;
5. The commitments of each party.

CRC is a leisure and recreational facility. It aims to support its users in the safe enjoyment of their events. The purpose of the Charity is to provide facilities for the residents of Chieveley "without distinction" i.e. fairly.¹

Principles of Booking

1. There are finite resources of the facility and of parking.
2. Parking is a constraining resource. No booking will be taken where the predicted total parking space required would result on the hard-standing carpark + the overflow carpark capacity being exceeded. CRC will not book the Tennis Court carpark, which is available to Tennis and to casual visitors. It will not knowingly overflow onto the field or the Highway with the exception of the Fireworks fund-raising event.
3. In case of two organisations wishing to book the same resource at the same time, the first confirmed shall take precedence.
4. Consideration will be given to custom and practice, i.e. should a regular booker have a season of bookings made, CRC may reasonably check with them and give the opportunity to continue before taking a booking from another party that would disrupt the regular pattern. Should the customary booker not confirm within a reasonable time, the other party may be booked in.
5. A booking may be refused where an intending user has behaved inconsiderately towards other users, or for other reasons that the booking officer, acting reasonably, sees fit.
6. A request to change a booking can be accepted only if the resource is free in the newly proposed time and use does not impinge unreasonably upon others.

¹ Governing Document - § 3