

# The Wallingford Sports Trust

## Policies and procedures

### 24 - Lettings Policy

**Separation of responsibilities.** Some clubs have effectively sole use of parcels of land within the Sports Park. For example the tennis courts are run exclusively by Portcullis Tennis Club. In those cases the clubs concerned will have a lettings policy for their areas and only in rare cases will the Sports Trust have any involvement.

Remaining areas are managed directly by the Sports Trust. These include the all-weather pitch (AWP), the pavilion (enclosing changing rooms, main hall, kitchen, bar and other function rooms), areas of grass pitches and car parking. The Sports Park Manager (SPM) has responsibility for managing lettings for these areas on behalf of the Trust or its trading subsidiary, Wallingford Sports and Social Club, as appropriate.

**Lettings Policy.** The SPM will aim to optimise lettings for external use to the public. Users will include schools and clubs (particularly for the AWP); hirers of the main hall and function rooms such as private birthday parties, weddings, christenings, funerals, musical events, club dinners/dances, mother and child groups, business away days, local charities (notably Styleacre who use the skittle alley at no charge), keep fit and martial arts classes; grass pitch hirers such as Wallingford Car Rally, Bunkfest, local business and summer parties and; overflow parking spaces for local businesses. More specifically, the times of availability of facilities for external use to the public will be:

- the AWP, for evenings and weekday daytime use
- the main hall and function rooms in the Pavilion, for weekend evenings and weekday daytime use
- the grass playing pitch areas out of season, for camping, summer parties etc
- the use of the car park for weekday daytime use

The Sports Park has an 'open licence' and the bar itself is open all day at weekends and all evenings during the week, with no restrictions on access, when the kitchen is also available for external use by any hirers of the facilities at no additional charge.

**Pricing Policy.** Charges will normally be aimed to be competitive in the local market, but special arrangements may apply for charities and local community events. Thus no charge is made for Styleacre, Wallingford Car Rally or Wallingford Bunkfest. There are no specific charges for use of the kitchen or the main bar, unless by prior agreement, food is provided for after match teas, functions etc.

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**Safeguarding.** Potential hirers will be made aware of the Trust's Safeguarding Policy. In the vast majority of cases, hirers (like Clubs) will be responsible for safeguarding their own events. *Proposed new clause.*