



CHILMINGTON MANAGEMENT ORGANISATION

Community Cabin Booking Policy

Approved Ver1

06.03.24

1. AIM

Chilmington Management Organisation aims to provide a Community Space that can be enjoyed by all Chilmington Green residents. This policy provides the parameters regarding decision making when allocating the availability of the space to ensure fairness and consistency.

2. SCOPE

This policy should be read in conjunction with the terms and conditions of booking. Terms and conditions have been implemented in line with the conditions of the Community Cabin lease between Hodson Developments and Chilmington Management Organisation signed on 8th September 2023, applicable legislation and best practice.

3. POLICY

- a. All bookings must have a completed booking form and a signed copy of the terms and conditions of hire.
- b. The terms and conditions should be reviewed at least annually to ensure that they remain compliant with current legislation and best practice.
- c. During the first available year, hire charges will be reviewed after six months. Following this, hire charges are to be reviewed annually, with effect from 1st April each year.
- d. The CEO of Chilmington Management Organisation has discretion to amend charges for bookings where there is community benefit.
- e. CMO Resident Members (acting in a personal capacity) will receive the highest level of discount, with a lesser discount offered to Chilmington Green residents*.
- f. For booking requests received at the same time, the following hierarchy will apply in deciding availability:
 - i. CMO Resident Members
 - ii. Chilmington Green residents
 - iii. Individuals and organisations holding an event to benefit the Chilmington Green community.
 - iv. Any other hirer, on a first come, first served basis, determined by time stamp of request.
- g. For the avoidance of doubt, where a booking is already confirmed, neither CMO Resident Members nor Chilmington Green residents will be entitled to request that a booking by another party is terminated to provide them with priority booking.
- h. The Community Cabin cannot be used for:
 - i. Gambling
 - ii. Sale and/or consumption of alcohol (without prior permission from the landlord)

- iii. Political purposes, except as a polling station or by an elected official for purposes of meeting with constituents. However, elected officials must not use the premises as a base of campaign.
- iv. As a place of worship. At the discretion of the CEO, religious groups may hire the space for a non-religious activity for the benefit of the wider community.
- v. Any activity that would constitute a 'nuisance' or likely to cause civil unrest or division within the community, as determined by the CMO.
- vi. By an individual or organisation which has been banned by law
- vii. Auctions
- i. The CEO has authority to refuse or cancel any booking:
 - i. They believe will be detrimental to the reputation of the CMO
 - ii. Where it will contravene the terms of the CMO's lease of The Cabin.
 - iii. Break the law
 - iv. That would be in contravention to paragraph h of this policy.

** Chilmington Green residents are residents subject to charges under the rent charge deeds.*