

**Cultural Services**  
**Hire of Meeting Rooms and Other Spaces**  
**Application for concessionary use**

**Applications for Concessionary Use of Facilities and/or services**

**Concessionary Use Policy**

Applications for concessionary use of certain RMBC Cultural Services facilities are considered where the hirer can demonstrate that the activity helps to meet the strategic objectives of RMBC's Cultural Services Service Plan or where an event is held in aid of the Mayor's Charity.

**Terms and Conditions**

1. Applications must be made in writing, using this form, no less than six weeks prior to the date of hire.
2. A decision on concessionary use will be made by the local service manager in line with the tariff sheet for the facility concerned and on the basis of the case made in the application form.
3. 10% discount will be awarded in respect of each strategic service objective met up to a maximum of 35%.
4. An application for "free" use of a facility to host an event in support of the Mayor's Charity will be considered personally by the Director of Planning and Regeneration. If approved, it will be solely on the basis that any costs incurred by the service (including energy costs, security, all staffing and loss of income) are first reimbursed to the service.
5. Applications for concessionary use will not be accepted from commercial organisations, associated charities or affiliates, or from individuals or organisations working outside the boundaries of Rotherham Metropolitan Borough.

*NB Charities are requested to state how they propose to deliver the service/activity and this must be by a 'not for profit' organisation only*

Paul Woodcock,  
Director of Planning and Regeneration

**APPLICATION FOR CONCESSIONARY USE OF SITES/SERVICES/ FACILITIES**

Date application received (office use only): .....

**YOUR ORGANISATION**

1. Name of your Organisation and regular meeting place (if any)

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2. Name and designation of person in the Organisation who is dealing with this application?

.....

4. Address to which any correspondence should be sent.

.....

.....

Daytime Tel. No. .... Evening Tel. No. ....

Fax. No. .... e-mail address: .....

5(a) Is your Organisation a Registered Charity? YES/NO

Registration No. if applicable: .....

5(b) Is your Organisation registered as a Limited Company? YES/NO

Registration No. if applicable: .....

6. What are the main aims/objectives of your Organisation?

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.....  
.....

7. Which area of Rotherham Metropolitan Borough benefits from your activity/services?

.....

\* NOW TELL US ABOUT THE PROJECT/ACTIVITY FOR WHICH YOU ARE ASKING RMBC TO SUPPORT WITH CONCESSIONARY USE:

8. Site/Service/Venue required: .....

.....

9. Describe the activity, event, project you are organising and for which you are seeking concessionary use from RMBC:

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.....

Date(s) required: .....

14. How much in total will the event/project/activity cost? (Please enclose a copy of the outline budget for your project if this is anything other than a meeting or series of meetings).

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15. What other attempts are you making to raise money for the event/project/activity?

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16. Are you receiving or have you previously received any assistance (financial, concessionary use, prizes, etc.) from Rotherham Metropolitan Borough Council over the past three years? (please specify):

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.....  
.....

We are applying for concessionary use of the above premises on the grounds that the activity we intend to use it for contributes to the strategic objectives of Corporate Objectives

Objectives	How our activity helps meet this objective (up to 60 words against each relevant objective)	OFFICE USE ONLY Objective met/not met
<p><b>Directorate / Corporate Objectives</b></p> <ul style="list-style-type: none"> <li>• Making sure no community is left behind</li> <li>• Work with partners to help our poorest communities to find and keep better jobs, by increasing the number of adults with relevant skills</li> </ul> <p><i>Explain how your activity will contribute to people in our poorest communities being in work and/or in training</i></p>		
<p><b>Directorate/Corporate objectives</b></p> <ul style="list-style-type: none"> <li>• Providing quality education: ensuring people have opportunities to improve skills, learn and obtain a job</li> <li>• Help people in our poorest communities who want to set up new businesses</li> </ul> <p><i>Explain how your activity will help towards the creation of new businesses</i></p>		

<p><b>Directorate/Corporate objectives</b></p> <ul style="list-style-type: none"> <li>Continue to support the establishment of a new railway station, community stadium and other major town centre schemes</li> </ul> <p><i>Explain how your activity will increase participation in and satisfaction with cultural activities in Libraries, Heritage and Arts</i></p>	<p>Specifically for people booking Riverside Libraries, Heritage and Arts space</p>	
<p><b>Directorate/corporate objectives</b></p> <ul style="list-style-type: none"> <li>Support and promote a range of activities to attract people to use cultural services</li> </ul> <p><i>Explain how your activity will increase participation and enjoyment of cultural activities</i></p>		

<p><b>Directorate/corporate objectives</b></p> <ul style="list-style-type: none"> <li>• Encourage people to look after and develop cultural facilities and activities themselves</li> </ul> <p><i>Explain how your activity will help to foster and increase a sense of local pride and enjoyment in cultural activity.</i></p>		
<p><b>Directorate/corporate objectives</b></p> <ul style="list-style-type: none"> <li>• Help to create safe and healthy communities</li> <li>• One Town One community – make sure people feel happy where they live and that people from different backgrounds get on well together</li> </ul> <p><i>Explain how your activity will help towards a safe and healthy community and encourage people from different backgrounds to get on well together</i></p>		

OFFICE USE ONLY	Number of criteria satisfied:	
<b>Summary of decision on eligibility for concessionary use</b>		
No of criteria satisfied:		
Percentage discount agreed		
Financial value of discount agreed		
Name of officer making the decision		
Job title of officer making the decision		
Signature of officer making the decision		
Date		

Culture includes: **the performing arts:** music, drama, dance, combined arts and festivals

**the visual arts:** fine art, craft, sculpture, fashion, photography

**celebration:** tourism and festivals

**media:** film, television, video, design, language

**the written word:** libraries, literature, writing, publishing

**heritage:** museums, artefacts, archives, the built heritage, architecture, landscape, urban parks