

# Application for Reduction in Hire Fees

THE ROYAL  
BOROUGH OF



KENSINGTON  
AND CHELSEA

Contact:  Charity Registration No:

Company/Group

Organisation:

Address:

Address:

Contact Address ( if different from above):

Tel:  Fax:

Mobile:  E-mail:

Halls/Rooms Booked:

Date(s) of Event:

From:  To:

Timings:

From:  To:

Have you been granted a previous reduction? Yes:  No:

If so what percentage were you granted? %

Discount Applied for? %

Are your aims to improve living standards Yes:  No:

or reduce hardship?

Is your event a benefit to local residents ? Yes:  No:

Are you fundraising ? Yes:  No:

Give a brief description of your Event:

Please supply with this form supporting evidence of services provided to residents of the Royal Borough of Kensington and Chelsea. For criteria see reverse.

Office use only

Discount granted: Yes/No:(If granted percentage) %

Signed: Dated:

**Director of Personnel and General Services**

## Criteria:

**75% Reduction** – a wholly local group or organisation who are registered as a charity and who can demonstrably show that they provide services for the direct benefit of the residents of The Royal Borough. Events would not normally include fund raising, but would typically be Annual General Meetings, small meetings etc.

**25% Reduction** – a group or organisation as defined above. Events would normally include fund raising, e.g. Christmas Fair, Spring Bazaar, etc.

- Organisations applying for a discount will also be required to show that they are a charitable organisation that has aims, which are designed to reduce hardship and improve living standards.
- Reduced lettings will not be approved on Tuesday to Thursday (inclusive) between September and May (inclusive) except for the four weeks before Christmas.
- Non-charitable organisations e.g. local residents' associations using Committee Rooms at Kensington Town Hall between 6pm-10pm on weekdays may be eligible for a 50% discount.