



ISLINGTON ASSEMBLY HALL FREE COMMUNITY HIRE

APPLICATION CRITERIA AND GUIDANCE NOTES

Please read this information before completing an application form. Islington Council has amended the process and the criteria for this year's community free hire scheme with Islington Assembly Hall, based on feedback from organisations about the process in previous years.

Islington Council is pleased to be offering eight local community groups, schools and arts organisations within the borough the chance to apply for a free use of Islington Assembly Hall on selected dates. There will be two application rounds as set out below *.

Successful applicants will have the hire fee for a maximum of five hours for the use of the venue waived. All other items and services – such as hire of the hall for additional hours, use of the balcony, refreshments, security, equipment, table linen, AV support and technical costs – will need to be met by the applicant. The free hire scheme will be offered on selected dates on Mondays, Tuesdays or Wednesdays that are available.

Criteria

Organisations must demonstrate a commitment to provide events and activities that:

- have a strategic value, and in particular a focus on at least one of the following four areas:
 - community cohesion
 - children and young people
 - diversity
 - creative ways of engaging local residents
- have a borough-wide impact
- demonstrate a commitment to good practice (events that are viable, of high quality, well managed and evaluated).
- promote Islington Assembly Hall as a focus for high quality events, making best use of the high quality facilities available in the venue.

The scheme is limited to eight organisations. As a result, the council cannot guarantee that all applications meeting the criteria will be successful, so please give as much information as possible on your application form.

The scheme will not support:

- groups that are not based in the borough of Islington
- events or activities from commercial organisations
- more than one usage per applicant in any 12-month period.



* Application Round 1 for events between July and September 2016 will be open for applications from 18 January 2016.

* Application Round 2 for events between January and March 2017 will be open for applications in May 2016.

Events planned to take place outside of these time periods will not be eligible for free hire of the venue.

How to apply

If your group would like to apply to the scheme in Round 1, please complete the online form at www.islington.gov.uk/assemblyhall by 29 February 2016. Alternatively, to receive a hard copy of the form, please contact the Islington Assembly Hall team on 020 7527 8900.

We will contact successful applicants by 31 March 2016 to offer available dates for events between July and September 2016. We will also issue terms and conditions of the booking, which must be completed for us to secure the date for the event.