

Criteria for assessment of applications for reduction on hall hire charges:

The Council's Arts Events and Halls Service will consider applications for reduction against advertised hire charges for Chingford and Walthamstow Assembly Halls, from registered charities and bona-fide not-for-profit community organisations based in the London Borough of Waltham Forest only.

Eligible organisations may submit an application for one or more events covering up to a two-year time period.

Assistance will be provided for organisations that demonstrate a clear contribution to the Council's strategic objectives:

- Cultivate civic participation, cohesion and independent living
- Provide children and young people with the skills and confidence to compete in a global economy
- Create an attractive cultural and leisure offer

Priority will be given to events and activities that:

- Contribute to the borough's engagement in the national Cultural Olympiad
- Provide performance and exhibition opportunities for children and young people
- Provide performance and exhibition opportunities for disabled or older people
- Present a cultural event or activity that would otherwise not be available as part of a balanced local cultural offer
- As charitable fundraising events, demonstrate local community engagement
- Attract other sources of support to the activity, in cash and in kind, other than from the London Borough of Waltham Forest
- Require the capacity of the venue applied for, in terms of numbers of participants and/or audience, to hold the proposed activity
- Demonstrate that the applicant has a promotional plan appropriate to the venue capacity and is inclusive of all sections of the community

Any successful applicant must agree to acknowledge the Council's assistance in all their promotional materials in accordance with the Council's Communications guidelines.

Criteria	Weighting	Officer Score and comments
Contributes to the boroughs engagement in the national cultural Olympiad	20	
Afford performance and exhibition opportunities for children and young people	10	
Afford performance and exhibition opportunities for disabled or older people	10	
Presents a cultural event activity that would otherwise not be available as part of a balanced local cultural offer	20	
Charitable fundraising events that demonstrate local community engagement	10	
Attracts other sources of income support to the activity, in cash and/ or in kind, other than from the London Borough of Waltham Forest.	20	
The venue capacity is necessary to the proposed activity in terms of numbers of participants and/ or audience	10	
Total rating		
% Reduction awarded and value in £		

We will not be able to offer support to all eligible organisations. The assessment criteria outline provides *guidance* to Officers as to the level of support that may be awarded. The scoring set out below indicates how that assessment would be applied in determining the level of support.

Scores in excess of 25 and up to 40 – **25% reduction**

Scores in excess of 40 and up to 60- **50% reduction**

Scores in excess of 60 - **75% reduction**