



THE WORTHYS JUBILEE HALL CIO

ADVERTISING POLICY

References

- A. The Worthys Jubilee Hall – Constitution of a Charitable Incorporated Organisation dated 21 June 2021.

BACKGROUND

1. Under Reference A, the Objects of The Worthys Jubilee Hall Charitable Incorporated Organisation (CIO) are to provide and maintain the Hall so that it may be used by all members of the local community for a variety of leisure, recreational and other activities.
2. In order to achieve this, the Hall's facilities are hired to individuals and groups for specific periods and activities. Trustees are committed to using appropriate advertising to promote the Hall's business and the activities of those who use its premises.

PURPOSE AND SCOPE

3. The purpose of this policy is to codify the Hall's approach to advertising: of the Hall and by users on the Hall site.
4. This policy will be reviewed every two years by Trustees.

ADVERTISING METHODS

5. Advertising comes in many formats and at present the Hall uses or may use the following methods:
 - Noticeboard in Entrance Hall
 - Website
 - Permanent signs attached to the front of the building
 - Occasional banners hung on the boundary fence at the front of the hall
 - A Boards within the curtilage of the Hall
6. The Hall retains the right to use whatever methods it deems appropriate to advertise any event or use of the hall to further the business of the hall.
7. All advertising will be carried out in conjunction and due regard to current Planning Regulations regarding advertising.

NOTICEBOARDS

8. The main noticeboard for the Hall is located in the Entrance Hall. This can be used by all Hall users for activities at the Hall provided there is sufficient space.

9. If additional noticeboards are required, they may only be positioned with prior agreement by the Trustees. The Trustees may require the removal of any noticeboards at any time.

10. Only notices of activities that take place at the Hall are authorised to be pinned to the noticeboards. Unauthorised notices will be removed. The Hall will not act as a Ticket Agent for events.

11. No notices are to be attached to walls or other surfaces without the prior approval of Trustees. Unauthorised notices will be removed.

WEBSITE

12. The Halls's website (www.jubileehall.org.uk) will contain links to the activities of regular users, and events open to the public. The Hall would appreciate reciprocal online advertising by regular users if they have the capacity to provide this.

13. It is the responsibility of regular users to ensure that the Hall has up to date information regarding their contact details and links. Event information will be supplied by the Hall Administrator and can be supplemented with additional information and materials. The Hall will not act as a Ticket Agent for events.

14. Third party advertising of organisations or activities otherwise unconnected with the hall will not be permitted unless with prior agreement of the Trustees.

PERMANENT SIGNS

15. The three permanent signs on the north-eastern end wall of the Hall will contain information relevant to the Hall on a long-term basis. The content of these signs will be decided by the Trustees periodically.

OCCASIONAL BANNERS

16. Temporary occasional banners may be placed on the fencing bordering London Road with permission from the Trustees. The Trustees will endeavour to ensure that vegetation is kept under control to provide maximum visibility for banners.

17. Banners are the responsibility of the organisation putting them up. Banners must be securely attached to the fence. The Hall accepts no liability for loss or damage to banners placed on the fence. The Hall expects organisations to have appropriate public liability insurance cover for banners.

18. Banners advertising general activities at the Hall will generally only be permitted if this is in the best interests of the Hall. These will be subject to quarterly review by Trustees.

19. Banners advertising events open to the public will usually be permitted for up to 14 days prior to the event and must be removed within 7 days after the event.

20. Trustees may require the removal of banners at any time.

A BOARDS

21. A Boards may be displayed during hours of hire at the Hall.

22. A Boards must stand independently and not be placed

- in front of the Hall's Emergency Exits
- in a parking space
- in a way which might impede vehicle movements in the car park
- in a way which might impede pedestrians on the Hall site

23. A Boards are the responsibility of the organisation putting them up. The Hall accepts no liability for loss or damage to A Boards placed on the Hall site. The Hall expects organisations to have appropriate public liability insurance cover for A Boards.

24. Trustees may require the removal of A Boards at any time.

25. Trustees are not able to comment on A Boards placed on the footway alongside London Road, but recommend that users who wish to do this contact Hampshire County Council: the authority responsible for roads.