



Boscawen Park Booking and Allocation Policy

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1. Purpose

This Booking and Allocation Policy set out the principles used by Truro City Council when allocating the use of facilities within Boscawen Park.

The purpose of the policy is to ensure that Boscawen Park facilities are allocated in a fair, transparent and consistent manner, while supporting community sport, recreational activity and wider community use.

This policy should be read alongside the Boscawen Park Conditions of Hire, which govern the use of facilities once a booking has been made.

2. Facilities Covered by This Policy

This policy applies to all hireable facilities within Boscawen Park, including:

- Boscawen Park Pavilion (including the Main Sports Hall, Park Studio and River Studio)
 - Outdoor sports pitches
 - Pétanque area
 - Performance space
 - Associated recreational activity areas
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3. Operating Hours

At the time of adoption of this policy, the expected operating hours for Boscawen Park Pavilion are:

Weekdays:

9:00am – 9:00pm

Weekends:

8:00am – 6:00pm

The Council reserves the right to amend these hours for operational, maintenance or event requirements.

Outdoor facilities may be used outside these hours where appropriate and where agreed by the Council.

4. Principles of Allocation

When allocating use of Boscawen Park facilities, the Council will seek to:

- support participation in sport and physical activity
- support community wellbeing and inclusion
- prioritise community use of public facilities
- encourage youth participation in sport
- provide fair and transparent access to facilities

- ensure facilities are used efficiently and safely
 - support a balanced mix of community, recreational and organised activities
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5. Priority of Use

Where demand for facilities exceeds availability, the Council will normally give priority to activities involving residents of Truro and allocate bookings according to the following order of priority:

- Youth sport and activities supporting community wellbeing
- Local sports clubs and established community organisations
- Regular community groups and activities
- Commercial providers delivering organised activities
- Private hire and one-off bookings

This order is intended to ensure that Boscawen Park remains primarily a community-focused facility.

The Council may also consider additional factors where appropriate, including the nature of the activity, the level of community benefit and efficient use of facilities, when making allocation decisions.

6. Pavilion Bookings

Regular Bookings

Groups may request regular recurring bookings for Pavilion spaces, including the Main Sports Hall and studios.

Examples may include:

- sports training sessions
- exercise classes
- community meetings
- workshops or educational activities

Regular bookings may normally be made up to 12 months in advance, subject to availability.

Regular bookings may be reviewed periodically by the Council to ensure that facilities continue to be used effectively.

All Pavilion bookings remain subject to the Boscawen Park Conditions of Hire.

One-Off Pavilion Hire

One-off bookings for Pavilion spaces may be made subject to availability.

Where requests conflict with regular bookings, the Council will normally prioritise existing regular users, particularly where those users are community organisations.

Pay & Play Bookings

The Council may make certain Pavilion spaces available for Pay & Play bookings.

Pay & Play bookings allow individuals or small groups to book facilities on a casual basis.

Pay & Play sessions will normally be allocated from available or unallocated time slots within the facility schedule.

Where demand requires, the Council may designate specific times within the schedule for Pay & Play use.

Pay & Play booking windows may be adjusted by the Council depending on demand and operational requirements.

7. Commercial Bookings

Commercial providers may hire facilities within Boscawen Park for the purpose of delivering classes, coaching, meetings or organised activities.

Commercial bookings may be made on either a regular or one-off basis.

While commercial bookings are permitted, the Council will normally prioritise community and club use where demand for facilities exceeds availability.

Commercial hirers may be charged different rates in accordance with the Council's approved schedule of fees.

8. Outdoor Sports Pitches

Outdoor sports pitches are primarily intended for organised sporting activity including:

- league fixtures
- training sessions
- friendly matches
- community sport

Pitch use will typically follow the pattern below:

Weekday evenings:

Training sessions and organised sport.

Weekends:

League fixtures, matches and organised sporting events.

The Council recognises that clubs may not be able to confirm bookings until fixtures have been issued by relevant sporting authorities.

For this reason, pitch bookings are generally made on an ad hoc basis rather than through a formal seasonal allocation process.

The Council may also consider pitch rotation or rest periods where necessary to protect the quality of playing surfaces.

Priority for Existing Users

Where a club or organisation has previously used a pitch at Boscawen Park, the Council may normally give priority to that user when booking equivalent slots in subsequent seasons.

This helps provide continuity for established clubs while still allowing access for new users.

9. Pétanque Area

The Pétanque area within Boscawen Park may be hired for organised and recreational play.

Use of the facility is subject to the Council's approved Schedule of Fees.

Charges apply per group, per pitch, per hour. Each booking provides exclusive use of the allocated pitch for the booked period, irrespective of group size.

Hirers may access the facility on a pay-per-use basis or through an annual membership arrangement, where applicable.

All sessions must still be booked in advance, either individually or on a recurring basis, to ensure the facility is managed fairly.

10. Event Bookings

The performance space may be hired for organised events and performances.

Event bookings may normally be made up to 12 months in advance.

Where events conflict with existing bookings, the Council will seek to minimise disruption to regular users.

However, civic or Council-led events may take priority over other bookings where necessary.

Where this occurs, the Council will endeavour to offer affected Hirers an alternative booking slot where possible.

Events must comply with the Boscawen Park Conditions of Hire and any applicable licensing requirements.

11. Waiting Lists

Where demand for facilities exceeds availability, the Council may operate waiting lists.

Where existing bookings are cancelled or become unavailable, opportunities may be offered to those on the waiting list.

12. Council Discretion

Truro City Council retains ultimate responsibility for the management of Boscawen Park facilities.

The Council reserves the right to amend, refuse or withdraw bookings where necessary in order to:

- manage facilities effectively
- protect the condition of playing surfaces
- support community priorities
- accommodate civic events
- ensure safe operation of the facilities.

This policy will be review periodically to ensure it remains appropriate for the operation of Boscawen Park facilities.