

Report of the Armstrong Hall Management Committee (Special Meeting)

held on Tuesday 24th January 2017
in the Council Chamber, Town Hall

Present: Shirley Holloway (Chairman)
Bob Griffin
Jayne Stansfield
Pam Shipp
Angela Symonds
Benj Emmerson

Barbara Ray (Armstrong Hall Advisory Committee)
Bernard Fennell (Thornbury Lighting Services)
John Smith (Armstrong Hall Advisory Committee)
Martin Brooks (Armstrong Hall Advisory Committee)

Clare Nelmes (Hall Manager)
Mary Sealey (Administrator)
Adam Bloom (Hall Supervisor)

1. APOLOGIES FOR ABSENCE

Clive Parkinson (Indisposed)

2. PUBLIC PARTICIPATION

None.

3. TO APPROVE THE PROPOSED FEES AND CHARGES FOR 2017/18

The Chairman, Shirley Holloway stated that at the last committee meeting held on 12th January 2017 it had been agreed to postpone formal approval of the new fees and charges until this meeting to enable hirers to study the new fees and make further representations should they so wish.

The Hall Manager reported that after the last committee meeting she had sent an e-mail to all hall users to advise of the latest proposed fees and charges and to inform them of the discussions taking place with South Gloucestershire Council regarding the Turnberries community building. The Hall Manager said she has received feedback from a few groups and as a result a minor amendment has been made to the crockery charge since the last meeting.

It was proposed by Bob Griffin that the proposed fees and charges appended to this report are approved; this was seconded by Angela Symonds and unanimously agreed.

Armstrong Hall Complex

Proposed Fees and Charges valid from APRIL 2017

These prices are for non-profit making organisations providing community benefit and private hire only. Separate rates apply for commercial hire charges which are double those shown. Fees are inclusive of room setup to your requirements and cleaning. Daytime charges apply for hires between 8am and 6pm. Evening rates apply from 6pm until 1am.

Facility		Daytime	Evening
Armstrong Hall (Excluding stage and dressing rooms. Minimum hire 3 hours)	Weekday Weekend	£18 per hr £20 per hr	£24 per hr £30 per hr
Armstrong Hall (rehearsal, preparation, pack down) (No public admittance)	£12 per hr		
Armstrong Hall Stage (Can only be booked in conjunction with Armstrong Hall, stage hire must be charged separately and VAT payable)	£9 +VAT per hr		
Dressing Rooms	£5 per hr (If used in conjunction with stage VAT will be added)		
Cossham Hall (Minimum hire 2 hours)	Weekday Weekend	£13 per hr £14 per hr	£16 per hr £18 per hr
Cossham Hall (rehearsal, preparation, pack down) (No public admittance)	£9 per hr		
Committee Room	£10 per hr		
Excell Room (bookings which include a bar will take precedence.)	£12 per hr (If used in conjunction with a bar VAT will be added)		
Kitchen	£10 +VAT per hr		
Crockery in conjunction with kitchen hire (per head)	Less than 50	£6 +VAT	More than 50 £10+VAT
Refreshment trolley served in room (including water, tea, coffee, milk and cups)	50p per head		75p per head (including biscuits)
Projector and/or screen	£8 +VAT		
Additional stage blocks	£1 per block per day		
Raised seating	£1.25 per seat per day. For a single day hire an additional handling charge of £55 will apply.		
Bar - in association with a function is included on request and no charge will apply if minimum bar sales are more than £200. If less than £200 in bar sales is taken, hirers will be charged the difference between actual bar sales and £200.			
Corkage – For ALL alcohol consumed on premises when not purchased at bar (with prior permission & receipts) – 50%			
Audio visual set up – basic lighting and microphones will be included with Stage Hire. Additional or more complex lighting and audio requirements can be provided at extra cost depending on requirements or you can commission your			

own from our approved lighting suppliers.

Wedding package. This includes exclusive use, room hire, set up, preparation, bar and seating layout. £1000

Excess cleaning will be charged at £50. Any damages will be recharged to hirer at cost +10%.