

## **Expression of Interest**

### **Stade Hall and/or Classroom on the Coast Management**

**Expressions of interest are sought from organisations to programme, manage and promote Stade Hall and/or Classroom on the Coast on behalf of the Hastings and St. Leonards Foreshore Charitable Trust.**

**These facilities were primarily constructed for the benefit of, and use by, the community.**

**This is an exciting opportunity for not for profit/charitable organisations to have use of excellent facilities in a prime location.**

#### **Background**

Stade Hall and 'Classroom on the Coast' are located in the heart of Hastings' Old Town, adjoining the Stade open space. They are both owned by the Hastings and St Leonards Foreshore Charitable Trust (FT), of which Hastings Borough Council is the sole Trustee and currently manages the facilities on the FT's behalf.

The use of facilities are governed by the purpose and objectives of the FT. Further information about the FT can be found at: [https://www.hastings.gov.uk/my\\_community/foreshoretrust/](https://www.hastings.gov.uk/my_community/foreshoretrust/). Any organisation that manages the facilities must be recognised as charitable or not for profit.

Stade Hall and Classroom on the Coast are housed within the same building, which also includes:

- Communal entrance and foyer
- Small office space (for approx. 3 staff)
- Rear corridor with fire exit for both spaces, housing the toilet facilities including disabled and baby change and storage cupboard for tables and chairs

The building has a total capacity of 130 people.

#### **Stade Hall**

The Stade Hall is a flexible space which to date has been used for private bookings, the majority of which have been community/not for profit based. The space is

mainly hired for art exhibitions, training days, workshops and meetings. There are currently approximately 60 bookings per year.

Facilities:

- separate access to the classroom and hall in the foyer, plus doors directly onto open space
- enclosed sink unit
- large storage cupboard
- plant room (this includes facilities for Classroom on the Coast too)
- professional lighting system
- projector and screen
- exhibition hanging system
- 10 trestle tables and 100 chairs
- Sound proof roof

There is currently a tiered pricing system according to type of organisation hiring (commercial, not for profit, public sector) hiring the space, peak or off-peak times and length of the hire.

The Council continues to take bookings for the Stade Hall and there is a programme of events until mid-2018. It is expected that these bookings would be honoured once management is handed over to an appointed organisation, and the managing organisation would receive the hire fee. This will support the appointed organisation in the short term as they will be able to guarantee some income, while developing and reviewing their own management programme for the space/s. There is considerable scope for additional activity above and beyond the pre-confirmed bookings.

### Classroom on the Coast

Classroom on the Coast is the smaller of the two spaces and is set up and fitted out as a seafood training kitchen, its location next to the fishing fleet giving it a unique feel. Users of the facility have been able to engage in healthy eating, learn about and eat seafood and, importantly, increase their awareness and understanding of the Hastings fishing fleet.

The Classroom was built with an EFF (European Fisheries Fund) grant, and under the conditions of the grant the facility must not be altered and none of the assets can be sold. These conditions remain in place until September 2020.

The appointed managing organisation would be expected to ensure the conditions of the grant continue to be met until at least September 2020.

Classroom on the Coast is currently used as a space for private bookings, such as cooking demonstrations, fish festivals, and family events.

**Facilities:**

- Stainless steel mobile workstations (x8)
- Demonstration workstation with integral electric hob, small electric oven and sink
- Separate cupboard which houses equipment, induction hobs, freezer and one sink
- Bi-fold doors opening out onto side of building
- Small storage cupboard
- 10 mobile induction hobs
- Large fridge and 3 small fridges
- Large freezer
- 4 Industrial electric ovens
- Air conditioning unit and extraction unit
- Small food store cupboard
- Several sinks
- Dishwasher and washing machine
- Large range of top end cooking equipment
- Range of cooking small cooking equipment (ladles, knives, spoons, graters, bowls etc)

There are currently confirmed bookings up until Summer 2018.

**HBC requirements for use inside the building**

There are a few times a year when the Council will need use of the whole building for its own events or as a base for emergency services for large town wide events. This may also include use of the office. The council would expect to pay for these hires. These are:

<b>HBC events use:</b>
Midsummer Fish Festival (late June)
Seafood and Wine Festival (September)
Herring Fair (November)
Stade Saturdays – Saturdays in Summer Season
<b>Emergency services use for town events:</b>
Pirate Day (July)

## Stade Open Space

Hastings Borough Council will continue to manage bookings for the Stade Open Space on behalf of the FT. In the majority of bookings the Stade hall and in some cases the Classroom on the Coast is booked as well. We will work closely to ensure that these bookings are confirmed in conjunction with the appointed managing organisation and to ensure a coordinated approach.

**In 2016/17 the Stade Open Space was used for 35 events.**

**As a guide the space is booked annually for the following events:**

- Stade Saturdays (weekends May – October)
- St Michael's Hospice- ( Weekend in December)
- Fish Fairs – Midsummer (weekend in June) Seafood and Wine (Weekend in September) Herring ( weekend in November)
- Pirate Day (Sunday in July)
- Carnival (Saturday in August)
- Hastings Week (two weekends in October)
- The Big Sleep (October)
- Bonfire (Saturday in October)

## Current Costs and Liabilities

To support the appointed management organisation for the interim, the Council is offering the facilities rent-free for the first year.

Utilities and running costs will need to be met by the managing organisation and will of course be dependent on the type and amount of usage. **As a guide, in 2016/17 the costs for the whole building were:**

<ul style="list-style-type: none"><li>• Electricity <b>£1,836.44</b></li></ul>
<ul style="list-style-type: none"><li>• Gas: <b>£3,840.18</b></li></ul>

<ul style="list-style-type: none"> <li>• Water: <b>£1,500</b></li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning Stade Hall and toilets <b>£8,500</b></li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning Classroom: <b>£46 per general clean / £76 for deep clean</b></li> </ul>
<ul style="list-style-type: none"> <li>• Alarm System <b>£400</b></li> </ul>
<ul style="list-style-type: none"> <li>• Portable Appliance Testing (PAT):  <b>£0.85 per item</b></li> </ul>
<ul style="list-style-type: none"> <li>• Responsive repairs may be required from time to time</li> <li>• Business Rates</li> </ul> <p><b>2016/17            £17,643.50</b> <b>2017/18            £17,483.50</b></p> <p><b>Charities are currently entitled to 80% rate relief</b></p>
<ul style="list-style-type: none"> <li>• Insurance – The successful applicant will be required to have public liability insurance for a minimum of £20m, and employers' liability cover of at least £10m ( preferably unlimited)</li> </ul>

The appointed managing organisation would be responsible for repairing and maintaining the interior of the building and all associated plant equipment and general equipment. The FT will be responsible for exterior maintenance and repair.

### Insurance

The appointed organisation will be responsible for public liability, employers' liability and contents insurance. They will need to comply with terms and conditions of the buildings insurance – unless separately insured by the charity/ not for profit organisation (with an insurer the Council accepts and at a suitable level of cover)

### Partnership working and engagement

A good working relationship with the council and the appointed management organisation is expected. Additionally, due to the location and nature of the facilities the appointed organisation may also be expected to engage with or join working groups with other businesses and organisations in the Stade area, such as Fisheries Local Action Group (FLAG), RNLI, East Hastings Sea Angling Association, and the Hastings fishing fleet, the latter usually through the Hastings Fishermen's Protection Society.

As part of the contract arrangements for managing the facilities on behalf of the FT, the appointed organisation will also be expected to undertake quarterly reviews with the Council.

## Expression of Interest

There will be an opportunity for those expressing interest to visit the Stade Hall and Classroom and submit any questions.

The successful the appointed organisation will demonstrate how they will maximise local community and wider use of the space as well as the premises' assets.

Hastings Borough Council will continue to act as Trustee for the Foreshore Trust.

The successful applicant will be responsible for the day to day management of these facilities under the guidance and support of designated council officers. The successful applicant will be required from time to time to support and accommodate pre-existing events organised by the Hastings Borough Council and other communities groups, for which use of Stade Hall and Classroom on the Coast are required.

1. Interested parties should submit an expression of interest, which includes:

- Name of organisation and lead officer
- Contact details
- Organisation mission statement
- Confirmation that they are a charitable or not for profit organisation

2. A business case outlining the following:

- 5 Year term with 1 year and 3 year Break Clause
- What you intend to use the spaces for and how you would do this
- How you would manage the facilities on a day to day basis (staffing, booking system, maintenance etc)
- How you would intend to maximise the use of assets
- Simple Financial forecast for year 1 – including proposed fees and charges
- How you would market and promote the venue to the local community, further afield and to potential hirers
- How you envisage managing the facility after year 1 to make it sustainable
- How you propose to engage with the community to ensure they benefit and are able to access it

- Please consider how much you would be prepared to pay for the management arrangement beyond the first year.

Those shortlisted will be invited to attend a meeting.

Final appointment will be decided by the Charity Committee with occupation of the premises commencing on Monday 2<sup>nd</sup> April 2018.

### Submission and timeline

Expressions of interest must be submitted in a sealed envelope to: **Amy Godfrey 3<sup>rd</sup> Floor, Muriel Matters House, Breeds Place, Hastings. TN34 3UY** or by email: [agodfrey@hastings.gov.uk](mailto:agodfrey@hastings.gov.uk) no later than

**18.00 on Friday 12<sup>th</sup> January 2018.**

**EOIs submitted after this time will not be accepted.**

### Evaluation Process

	Date	Comment
Brief sent to prospective companies/advertised on HBC website and social media	December 2017	Any queries, please see contact details below
Interested parties site visits and clarification questions period	To be confirmed	
Deadline for submission of EOI to HBC	18.00 on 12 <sup>th</sup> January 2018	Amy Godfrey, 3 <sup>rd</sup> Floor, Muriel Matters House, Breeds Place, Hastings, TN34 3UY / <a href="mailto:agodfrey@hastings.gov.uk">agodfrey@hastings.gov.uk</a>
Shortlisting of submitted EOI's by the Council	To be confirmed	
Meetings with shortlisted EOI organisations to explore proposals further / clarify proposals	To be confirmed	
Council evaluation	To be confirmed	

Successful organisation/s requested to submit full application	To be confirmed	
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The outcome of the shortlisting process will be reported to the Foreshore Trust Charity Committee for approval.

## Appendix

### 2017 Fees and Charges for Stade Hall

Hourly	Not for profit	Weekday	<b>£18.00</b>
	Public Sector		<b>£29.00</b>
	Commercial		<b>£35.00</b>
	Not for profit	Weekend	<b>£24.00</b>
	Public Sector		<b>£35.00</b>
	Commercial		<b>£40.00</b>
Daily	Not for profit	Weekday	<b>£103.00</b>
	Public Sector		<b>£171.00</b>
	Commercial		<b>£204.00</b>
	Not for profit	Weekend	<b>£138.00</b>
	Public Sector		<b>£204.00</b>
	Commercial		<b>£231.00</b>
Weekly Exhibition	Not for profit	Hanging space only	<b>£165.00</b>
		Private use daytime	<b>£220.00</b>
		Exclusive use	<b>£330.00</b>
	Public Sector	Hanging space only	<b>£220.00</b>
		Private use daytime	<b>£330.00</b>
		Exclusive use	<b>£440.00</b>

		Hanging space only	<b>£275.00</b>
	Commercial	Private use daytime	<b>£385.00</b>
		Exclusive use	<b>£550.00</b>