

## Expression of Interest – Stade Hall Management

**Expressions of interest (EOI) are sought from organisations to programme, manage and promote Stade Hall 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 charitable/not for profit organisations to have use of excellent facilities in a prime location.**

### Background

Stade Hall is in the heart of Hastings Old Town, adjoining the Stade open space. It's owned by the Hastings and St Leonards Foreshore Charitable Trust (FST), of which Hastings Borough Council is the sole Trustee.

The use of facilities is governed by the purpose and objectives of the FST. Further information about the FST 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.

The building comprises:

- Communal entrance and foyer
- Main hall
- Training Kitchen (known as Classroom on the Coast)
- Small office space (for approx. 3 staff)
- Toilet facilities including disabled and baby change
- Storage cupboard for tables and chairs

It has a total capacity of 130 people, and a floor plan is attached.

### Stade Hall

Stade Hall is a flexible space which has been operated by East Sussex College Hastings (ESC) since 2019. 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
- Soundproof roof

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

ESC's agreement ends 6 January 2024. They continue to take bookings and it's expected these would be honoured once management is handed over, and the managing organisation would receive the hire fee. This will support the organisation in the short term as they will be able to guarantee some income, while developing and reviewing their own management programme for the spaces.

See the appendix for details of current fees and charges.

### 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 located 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.

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 small cooking equipment (ladles, knives, spoons, graters, bowls etc)

### Stade Open Space

Hastings Borough Council will continue to manage bookings for the Stade Open Space on behalf of the FST. 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 2022 the Stade Open Space was used for 17 events.

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

- AA commemorative road run
- Jack in the Green (May Day Bank Holiday)
- Fish Fairs
- Pirate Day (Sunday in July)
- Carnival (Saturday in August)
- Coastal Currents (weekends in early September)
- Hastings Week (two weekends in October, vehicle shows + bonfire)
- The Big Sleep (October)
- St Michael's Hospice (Weekend in December)

Various ad-hoc events are also booked during the year, such as band concerts, cycling events, arts events, etc.

### Costs and Liabilities

Utilities, business rates and running costs will need to be met by the managing organisation. The rateable value is £11,000 – see this link for information on how to estimate business rates [Estimate your business rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/estimate-your-business-rates). Also see this link for information on relief and reductions [Am I eligible for relief or reductions? \(hastings.gov.uk\)](https://www.hastings.gov.uk/property-tax/relief-and-reductions/).

The FST will be responsible for exterior maintenance and repair. The managing organisation will be responsible for repairing and maintaining the interior of the building and all associated plant and equipment etc. including the alarm.

### Insurance

The managing organisation will be responsible for public liability (£10m), employers' liability (£10m) and contents insurance.

The FST currently insures the building and recharges the cost and in 2022/23 this was £754.96. The managing organisation will need to comply with terms and conditions of the FST building insurance – unless separately insured by them with an insurer the Council accepts and at a suitable level of cover.

### Energy Performance Certificate

Stade Hall has a current rating of C65. The FST wish to improve this so have plans and budget for installing LED lighting and Air Source Heat Pumps. The lighting is booked to be installed in September 2023 and a planning application has been submitted for units on the roof to serve the Air Source Heat Pumps.

### Partnership Working and Engagement

A good working relationship with the Council and the managing organisation is expected. Additionally, due to the location and nature of the facilities the managing organisation may also be expected to engage with or join working groups with other businesses and organisations in the Stade area, such as Coastal Users' Group, 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 FST, the appointed organisation will 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 by arrangement. If you wish to organise this, or have any queries or need further information, please contact [estates@hastings.gov.uk](mailto:estates@hastings.gov.uk)

The successful applicant will be responsible for the day-to-day management of these facilities and is to demonstrate how they will maximise local community and wider use of the space as well as the premises' assets.

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
- Confirmation that they hold or will procure £10m public liability and £10m employers' liability

2. A business case outlining the following:

- The term of the agreement you would require (how long)
- 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 intend to maximise the use of assets
- A 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 can access it
- How much you would be prepared to pay for the management arrangement

#### Submission and timeline

EOIs are to be submitted by email to [estates@hastings.gov.uk](mailto:estates@hastings.gov.uk) **no later than 17.00 on Monday 4 September 2023. EOIs submitted after this time will not be accepted.**

Once received EOIs will be assessed and those shortlisted may be invited to attend a meeting.

The final appointment will be decided by the Charity Committee (proposed to be reported to the meeting to be held on 18 September 2023) with occupation of the premises commencing on 8 January 2024.

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