

WHITCHURCH TOWN COUNCIL

CIVIC CENTRE POLICY (September 2013)

The Civic Centre complex provides a range of facilities for community groups, entertainment, the arts, markets and fairs and sports facilities, as well as the office of the Town Council, and after completion of Phase 1 refurbishment, an Information point for all council services in Town and a tourist information centre.

Whitchurch Civic Centre was built in 1970. It consists of the Town Council office and reception, a main hall, stage and projection/changing rooms, a kitchen, two 1st floor suites, a bar and small committee room. It provides a popular, multi-purpose venue at reasonable costs. It has a dual function market/sport hall.

The building is leased from Shropshire Council and has 18 years of a 21 year lease remaining. Shropshire Council has external maintenance responsibilities and Whitchurch Town Council is responsible for internal maintenance, including management of asbestos. The Building is getting in need of quite major refurbishment if it is to remain fit for purpose and meet present day expectations.

The points reflect views expressed in both the Whitchurch Town Plan and SRCC report, and are linked to the priorities identified by the Town Council in its recently adopted corporate strategy "Time to lead our community".

The Vision: for the Civic Centre is of a hub for public services, within a vibrant centre of community activities, with recognised local excellence for local arts, culture and social activities, which is accessible to all.


Objectives

- To ensure that the Complex will become a hub for performing arts, with live theatre, musical events, film nights and the streaming of live concerts.
- The Complex is linked with the Heritage Centre where the Town Museum is housed and to compliment it by jointly promoting culture and celebrating the Town's heritage.
- In order to minimise the cost to the council Tax payer, the Centre will be run on a commercial basis, hopefully with a commercial partner taking bar and food franchises, as well as sharing the organisation and promotion of events.
- Because the Centre is so imported to charitable and voluntary groups to hold events and raise money, concessionary grants will be available to ensure they are not excluded by charges.
- There will be a balance between commercial activities in line with the Council's Communications and Marketing Strategy such as corporate events and weddings and other activities. The venue will become licensed for holding wedding ceremonies.
- The Council will give priority to organisations which take forward its corporate priorities, and concessions will include partner organisations in this respect.
- The Centre will become a prominent feature and service on the High Street, being used to help revitalise the Town Centre and promote tourism.
- A priority for events will include helping those without jobs to develop skills to improve readiness for work, and to encourage the development of skill sets for the Town's workforce.
- The Centre will be used to hold and develop the Council's market activities.
- The Centre will work with other community venues in the Town to create a cluster of attractive and complimentary facilities.
- The Centre will make particular effort to become accessible to deprived or hard to reach sections of our communities and to continually improve disability access.
- Encourage the use of volunteers to help in the operation and administration of the Centre, in accordance with the Council's Volunteers Policy, and to provide work experience whenever possible.

- To welcome activities or events which promote fitness and improve the personal health or safety of our communities.
- To promote activities which attract the younger members of our communities, and which engage them in developing the Town.
- To hold activities which engage the older generation in activities and harness their knowledge, skills and spending power into the Town.
- That as the Centre is developed, there is a huge improvement in energy efficiency as identified in the Council's Environmental Audit.
- The equipment available will be gradually improved to include wifi, digital projectors and modern sound/PA equipment.
- The Centre will be developed to include places to exhibit and display local art/photography.
- To include facilities for sports and recreational activities which are not accommodated elsewhere in the Town.

ROOM HIRE INFORMATION

Civic Centre Non-Profit Function Prices (revised 1st April 2012)

 [CLICK HERE FOR BOOKING FORM \(35KB\)](#) Please state on your booking form which room you would like to hire and whether or not you require the use of a kitchen. **Hirers wishing to hold private parties, ticketed events and charity balls on weekends will be required to have badged doormen. Please ring the council office on 01948 665761 to discuss your requirements.** Send completed form to Whitchurch Town Council, Civic Centre, High Street, Whitchurch Shropshire SY13 1AX

Room Charge Per Hour	Weekdays 9am-5pm	Weekdays after 5pm	Weekend from Friday 5pm-Monday 9am
Main Hall**	£17.00	£22.00	£25.00
Edward German Room	£9.00	£12.00	£14.00
Bar Lounge	£9.00	£12.00	£14.00
Whole of the upstairs	£14.00	£18.00	20.00
Small Committee Room	£5.00	£5.00	£5.00
Sports Hall	£14.00	£17.00	£20.00
Set up/Rehearsal	Half of all weekend rates	Half of all Weekend rates	Half of all Weekend rates

**Main Hall seats 400 (concert) or 200 (seated with tables)

Use of the kitchen for cooking £10.00 overall charge (no time limit)

Friday Charity Coffee Mornings flat charge of £45.00

Notice:

You will be charged for setting up your event only if we have to employ extra staff to accommodate you. If the Civic Centre is open during your setting up times, you will not be charged.

 **Whitchurch Town Council Civic Centre & Sports Hall Booking Form** 

Tel: 01948 665761