

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 7 November 2022

Title: Public Halls Report

Contact Officer: Venue & Events Officer - Tomas Smith

Background

Burwell Hall and the Corn Exchange and café 1863 continue to operate with groups using both halls every day of the week.

Current Situation

The Corn Exchange is continuing to be busy with daily use as the busier festive season approaches. 1863 remains a popular destination and most tables in the cafe are full on most days.

Events Programme

The Main Hall will shortly have the retractable seating installed which will change the appeal of the Hall and allow the Venue and Events Officer to bring in a diverse programme of events over the next year. So far the Venue and Events Officer has booked in Abba Magic, Abba tribute and for the 11th of May, Thrill Collins, covers band 25th of February and West End Magic for the 12th of May. He is also working on booking a youth theatre, touring puppet shows and mainstream theatre later in the year.

The Corn Exchange is now running monthly Open Mic nights on the first Thursday of every month which so far has proved extremely popular with strong attendance and positive feedback.

Gallery Room Flooring

The Venue and Events Officer also wants to start strongly promoting the Gallery Room as a viable destination as a wedding venue, to achieve this, it is his recommendation that a new carpet is laid in the Gallery Room, upstairs landing, and stairs leading down to the lobby. The carpet in the Gallery Room and stairs has become increasingly tired and worn with weekly carpet cleaning now required to keep it looking acceptable. The price for a hard-wearing carpet supplied by a local business is £3,200 (ex VAT) There are many different colours available, but the recommendation would be to go for a darker colour which will effectively hide marks and mean the room is easier to keep looking attractive. The Venue and Events Officer believes this is an essential update to the hall move as it will tie in with the completion

of the Main Hall renovations and ensure that the Corn Exchange is a more desirable destination for people looking to use the venue.

Eventbrite Ticketing

Eventbrite is now being used for all town council events in the Corn Exchange, allowing customers to pay for tickets online reducing the need for physical tickets, it also allows for customers to choose their seats reducing the queues leading through the café in order to get the best seats. The Venue and Events Officer can track sales and with use of Eventbrite analytics, and record the popularity of events, and check peak traffic on the site to target a more strategic online/social Media campaign to promote events.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

Described here or as stated in the report above.

- Ongoing running of 1863 and Halls
- Approximately £3,500 to re-carpet the Corn Exchange stairs and Gallery Room. This can be funded in the current year from the Corn Exchange Property Maintenance budget (4036/104)

Recommendations

Members are invited to note the report and consider the following:

1. The installation of new carpet in the Corn Exchange Gallery Room and stairs to the value of £3,500.
 - If agreeable, consideration could be given to delegating a final decision on this to the Venue & Events Officer and/or the Corn Exchange Working Party.