

SAFFRON WALDEN TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

BASELINE SERVICES STATEMENT

BASELINE ACTIVITY FOR:	Saffron Walden Town Hall
EXISTING SERVICE PROVIDER:	Saffron Walden Town Council
RESPONSIBLE OFFICER:	Lisa Courtney
JOB TITLE OF RESPONSIBLE OFFICER:	Town Clerk
DATE COMPLETED:	10 th May 2018

Summary of service provided:	The Saffron Walden Town Hall is a venue for hire for weddings, meetings, conferences, indoor markets, arts and crafts fairs and theatre and drama productions.
Associated services provided:	Weddings, fayres, conferences, meetings, private hire,
Extent of BID geography covered:	The Town Hall is located within the BID area but available to hire to anyone.
Service specification:	<p>There are four rooms available to hire.</p> <ol style="list-style-type: none"> 1. Assembly Room – can be hired with / without stage. With stage maximum capacity is up to 178. Without stage the capacity is up to maximum 200 people. 2. Court Room – capacity up to maximum of 62 people seated or unseated. 3. Committee Room – maximum capacity is 35 people. 4. Council Chamber – maximum capacity is 35 people. <p>NB. The Committee Room and Council Chamber cannot both be hired out at the same time.</p> <p>The Town Hall is a registered venue for marriages.</p>
No. staff required to deliver the service:	Equivalent of 2 x FTE members of staff – incs Town hall Keeper and Bookings Administrator
Equipment required to deliver the service:	Town hall Variety of electronic and electrical equipment to deal with repairs, maintenance and breakdown of equipment as necessary
Performance measures:	Monitoring and review of income against budget to ascertain hire rates. Reports provided on a monthly basis to Committee.

Non-compliance – mitigation procedure:	According to Town Council procedures
Current costs of service provided within the BID area:	Town Hall budget for 2018/19 £184,000 This includes staffing, overheads, rates, repair and maintenance contracts.
Statement completed by:	Lisa Courtney, Town Clerk
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