

Renishaw & Spinkhill Community Hall Booking Report November/December 2024

Recurring Bookings

Landmarks Monday to Friday Main Hall 9.30am until 3.30pm (term time), Meeting room 9am until 5pm (52 weeks per year).

Monday – Adult tap and adult line dancing (Twinkle Toes)

Tuesday – Children’s acrobatics classes (Twinkle Toes)

Wednesday –

Thursday – Adult pilates and circuit training (Fit4Fun)

Friday – Lane Bowling (September – April)

Saturday – The Canine Collective UK Dog Classes

Over 60’s Lunch Club

I have emailed Landmarks about restarting the monthly Over 60’s Lunch Club (Friday) on 14th November and followed it up on 27th November

Monthly Markets

I have emailed twice about putting in dates for the monthly market, but I have had no response as at 27th November

One Off Bookings

Here are the currently one off bookings as at 27th November

Month	Details	Total
November 24	Sat 16 th – birthday party (3 hours) £48.00 Sat 30 th - 5 th birthday party (3 hours) £48.00	£96.00
December 24	Sat 14 th – Private hire (6 hours) £96.00 Sat 23 rd – Boredom Busters Xmas Party – free?	£96.00

January 25		
February 25	Sat 1 st - 6 th birthday party (3 hours) £48.00	£48.00
March 25		
April 25		
May 25	Sat 10 th – Eckington Boys – times to be confirmed Fri 16 th - Eckington Boys – times to be confirmed Sat 17 th - Eckington Boys – times to be confirmed Sun 18 th – All day event (10 hours) £160	£232 (assuming 3 Eckington Boys events last the minimum of 1.5 hours)
June 25	Sat 21 st – Private event (6 hours) £96	£96.00
July 25		
August 25		
September 25		
October 25		
November 25		
December 25		

A Collectors Fair should have gone ahead on 20th October 2024 but was cancelled due to a bereavement. This will be rescheduled. (6 hours £96)

Landmarks

I have requested a meeting with Landmarks to get to know them better and to speak with them about testing the fire alarms. I emailed them on 18th November and followed up on 27th November.

Fire extinguishers

The fire extinguishers are due for their yearly check. Rosanna is going to book this in as it is done at the same time as the Civic Centre.

Bar Update

- I have emailed Landmarks and asked them to remove anything of theirs from the bar as it has been used for storage
- The bar is to be cleaned on Friday 29th, ready for the renovation and everything will be taken out
- Once the bar is empty and clean, Handymen to paint the walls to freshen it up, take out the old bar pumps and change a few of the cupboards to allow for more space
- I have asked Handymen to make sure that they secure the hatch to avoid accidents
- A padlock will be put on the door to keep any stored alcohol saved
- The bar will be a bottle bar only as it won't have enough use to justify the installation of pumps
- We will purchase the same brands as the Civic Centre to avoid any wastage
- For events who want more alcohol on a pump, than we can ask a mobile bar to come. Marketing Manager is bringing her mobile bar for the Eckington Boy's events.

Wifi

I have asked Handymen if we can move the router out of the bar area as that door will be locked.

If it cannot be moved then we will have to use a padlock with a key to give access to the router in the case of internet issues.

Wifi Password

I have asked Handymen to change the wifi password as it is extremely hard to remember

Feedback Forms

After the party on 16th, I wrote out and hand delivered a Thank You card, thanking them for their booking and I enclosed a feedback form, which was completed and emailed the following day with thanks for the personal and thoughtful touch. This is something that I will do going forward.

Google Cards

You can get these as business card sized. All you need to do is scan the QR code and it takes you to the Google Review site where you can leave a review. This is an easy way to get more reviews and showcase the Renishaw & Spinkhill Community Hall as a venue to book.

Wedding Packages

I have considered this and chatted with the Civic Centre Manager about offering a wedding package.

The hall will only allow 100 sitting comfortably – maybe 130-140 maximum capacity.

The kitchen isn't big enough to prepare warm food for a party.

We cannot make it at the Civic Centre and drive it over as we don't have the transport.

Civic Centre Manager and I agreed that moving tables, chairs and decorations from the Civic Centre to the Community Hall may lead to damage.

The best that we can offer is room hire for a reception party, with a cold buffet and a bottle bar. This may appeal to budget weddings as I have been to plenty in the Working Man's Club next door. A buffet arrangement could be made with a local café such as the Renishaw Café or S21.

Party Add Ons

I have thought about speaking with local cafes, such as the Renishaw Café or S21 and seeing if they have fixed price party buffets available for children's and adult's parties.

At the time of booking, we could give the buffet details to save them shopping around.

We could also provide a list of trusted people such as bouncy castles, face-painters, magicians and decoration hire.

This would:

- Save us having to keep requesting insurance details
- Take away a bit of the stress of looking around for recommended services
- Potentially earn us money as we could charge a small fee to add a local business to the list, which we would also put on the Renishaw & Spinkhill Community Hall Facebook page
- Help us to create good community connections with local small businesses

Replacement Windows and Fridges

Former Deputy Clerk started getting quotes for three replacement windows and looked into a grant to replace the fridges. I need to follow these up.