

Expression of Interest

Management and Activation of Ascot Community Centre



The information provided below will assist the Council to assess interest in community management and running of the Ascot Community Centre.

This Expression of Interest process closes on Friday 30 October 2020 at 5:00pm.

Evaluation, and discussions with the preferred organisation, will take place after the closing date. The awarding of a lease will be subject to Council approval before 31 December 2020.

Please complete the following application to provide the Council sufficient information to evaluate your proposal.

Organisation details

Name of your group:

Your group's postal address:

Phone:

Email:

Cell Phone:

Contact people

Name of main contact:

Position held in the group:

Phone (day):

Email:

Cell Phone:

Name of second contact:

Position held in the group:

Phone (day):

Email:

Are you registered for GST? Yes No

GST No:

Purpose of organisation

Why was your group set up (i.e. what are your group's main objectives)?

Please show your New Zealand Business Number (NZBN) from the Companies Office registration of Charitable Trusts register

Indicate here the services, projects or activities that your group provides to members, clients or the community.

A:

B:

C:

D:

Number of paid workers:

Paid full-time:

Paid part-time:

Number of paid hours per week:

How many volunteers does your group have (including Committee members)?

Number of volunteers:

Number of volunteer hours per year:

How many people/clients does your group work with in a typical year?

Your group's legal status:

Legal registration No. (*if you have one*):

Current services provided

Detail of services provided in the community

How long has this service/project run?

Start date:

Indicate the areas that your service/s are targeted at:

Regional (Canterbury Wide)

Metropolitan (City Wide)

Specific Sectors (for example, Parklands, Travis)

Tick the boxes which best describe the majority of the people who will benefit from the project or service:

Children/Infants

Maori

People with disabilities

Young People (12-25 years)

Pacific

People on limited incomes

Older people

Women

Refugee

Families/whanau

General community

Migrant

Other (please specify)

Ascot Community Hall - details

The Ascot Community Hall is located at 10 Ascot Avenue and sits on QEII Park at the corner of Beach Road and Ascot Avenue.

The building is approximately 290m², comprising two small meeting rooms (shown as meeting room and private office on plan below), a larger meeting/function room, kitchen, male and female toilets and some storage areas. The centre also has a substantial patio area attached to the building, adjacent to a public gravel carpark and four Petanque courts which are primarily used by the Ascot Petanque Club.

Building layout:



QEII Park Master Plan

The community centre is included in the approved management plan for QEII Park – refer to attached site plan.

The vision for the park is “QEII Park: where together we learn, get active and have fun”. The key change for the community centre in the plan is the removal of the fence and vegetation between the park and community centre to open up, and integrate, the two spaces.

Improvements identified in the QEII Park Management Plan for Ascot Community Centre also include:

1. Enhancement of the Ascot Community Centre building, including renewal of fixtures and fittings and an assessment of external layout to provide more connectivity to the park.
2. Develop a BBQ and picnic area behind the community centre.
3. Existing petanque courts closed off from park users – remove fencing and vegetation to integrate Petanque courts with the park.
4. Incorporate public toilets into the community centre near the local play space.

You can see the full master plan below:

<https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/park-management-plans/qeiipark/>

Building operating costs

Maintenance, including, but not limited to, internal maintenance, cleaning and electricity, will be the responsibility of the incoming organisation appointed to manage the community hall.

An indication of some of the operating costs based on the year end 31 March 2019:

Power	\$2,224
Cleaning	\$2,342
Repairs & maintenance	\$ 534

The incoming organisation will be required to hold a public indemnity insurance policy of \$2 million, as well as contents insurance for any chattels owned by the organisation. The Council is responsible for the building insurance.

The Council, as landlord, will carry out the following maintenance as required:

- Gutter and spout clean (scheduled annually)
- Garden/grounds maintenance
- Carpark, gate and petanque court repairs
- Patio repairs and maintenance

Fee structure and supporting documentation

The incoming organisation will set the hire and booking fees to suit their operational and financial requirements. As a guide, the Council's community facilities fees for 2019/2020 can be found here:

<https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/fees-and-charges/fees-community-support>

The incoming organisation will develop the terms and conditions for use of the facility. As a guide, a full suite of documents currently used by Christchurch City Council for hiring Council-operated community centres is found here:

<https://ccc.govt.nz/culture-and-community/venues-for-hire/hiring-a-council-community-facility/>

Proposal for consideration:

Outcomes

Describe how your organisation will contribute to the Council's Strengthening Communities Strategy. For a full copy of the Council's Strengthening Community Strategy 2007 please refer to the following link:

<https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/strategies/strengthening-communities-strategy-2007/>

Tell us how the project or services will contribute to this strategy:

How many people will directly benefit from this project or service?

Current Users

Regular hall users include:

- Ascot Petanque Club – four hours per week
- Gentle Exercise – two hours per week
- Leisure Club for Older Adults – two hours per week
- New Brighton Photographic Club – two to four hours per week
- Scrabble Club – two hours per week

Casual Hirers: Two to three per month, average weekly use 10-12 hours per week.

The Council would like all existing hall hirers to continue to use the centre in the future.

How will you support existing users to continue their participation under your management?

How will your organisation promote further use and activation of the community hall?

Occupancy details

Are you prepared to enter into an occupancy agreement such as a lease?

What is the expected term of the agreement that you would like to enter into?

Please attach a copy of your organisation's current public liability insurance certificate if already in place.

Financial information

Please attach your most recent audited/verified accounts.

If these are more than six months old, what is the period covered by your financial update

From:

To:

Income and expenditure

	Last financial year	This financial year
What was your group's annual total income (money received)?		
What was your group's total annual expenditure (money spent)?		

Tell us about Council funding you have received over the last two years.

Year	Amount	Purpose	Accountability forms returned
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No

Tell us about non Council funding you have received over the last two years. Provide as attachment if this is easier)

Year	Amount	Purpose	Accountability forms returned
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No

Supporting Information

Is there anything else you would like to say in support of your application?

You may wish to provide a letter of support or several references that illustrate the value of your service to the community – please state here:

Copy of long-term business plan or strategic plan attached:

Please attach a copy of your current Health and Safety Policy

Please submit completed application to:

Team Leader, Leasing Consultancy Team

Christchurch City Council

PO Box 73014, CHRISTCHURCH 8154

If you would like a Microsoft Word version of this document, please contact kathy.jarden@ccc.govt.nz

Site Layout – QEII Master Plan

4.3 Overall Master Plan Development Concept

