

APPENDIX B

To: Estates & Facilities

From: Kerina Keir

Date: 20th October 2021

Subject: Estates & Facilities Update

1. Purpose of report

1.1 To inform the committee of any new projects, bookings or changes to operations.

2. Recommendations

2.1 To accept the update report and note any new bookings/changes to operations.

3. Background and information

3.1 The Alexandra Suite

The Venue is now fully open to all of our community groups, regular bookings and private functions.

Some of our customers have waited over 18 months to finally hold their functions so it has meant a lot to us to finally organise their ceremonies, receptions, parties and celebrations of life. It has been great to showcase the venue (pictures shown below) and provide the customers the attention and hospitality they've so been looking forward to.



Some of the recent highlights have been:

- Swanley Rugby are now playing at the Recreation Ground and using The Pavilion bar on match days; this is proving popular and we have received fantastic feedback from both the rugby club and their opposing teams.

- The Hindu Festival returned last week after a two year break and this event attracted over a thousand people coming from across the Home Counties.

Looking ahead we will have a busy remainder of the year:

- The Swanley Expo will be returning in November and we look forward to hosting a successful event.
- Our Christmas / New Year events are selling well and we look forward to ending the year on a positive note in what has been a difficult year.

3.2 The Olympic

The venue continues to perform well, and after six months of the year it has already reached its budget income forecast for the year.

We have welcomed new conference customers to the venue and Sky team briefs have resumed which is good for our catering income. The monthly quiz and Karaoke continue to be popular and sell out every time. And Swanley Rugby held their family BBQ in September which was very popular.

Some things to look forward to are:

- Noypichef is introducing a new menu for both takeaway and dining in. Ronnel provided the catering for The Swanley Bowls Presentation evening which was a great success.
- With the continued membership of Snooker we have now planned the remaining refurbishment of the tables. As soon as more income is received, we will look to replace the other associated equipment.
- The Darts team now returned for the winter season and will be looking to retain their league winners title from two years ago.

4. Reasons for recommendations

4.1 This report does not contain any decisions to be made; it just provides information to be noted.

5. Conclusions

5.1 As highlighted in this report, we continue to aim to maximise the use of our facilities, whilst also generating additional income for the Council.

Kerina Keir

Venues Manager