

Centre & Event Manager Update – 21st June 2016

Licensing & Training:

I have now registered the West Harris Trust as a **Food Business** with environmental Health. **Premises License** - The LSO advised that WHT hold the license with someone from the restaurant being Premises Manager. The application should go out this week. I have had a quote for PRS and PPL for £300 a year.

Advertising:

Nicholai Globe's quote for logo design and branding has been accepted.

Weddings: I have now got a first draft of the Wedding menus and costings and will putting together some wedding packages with the restaurant next week. I have advertised on Facebook for wedding suppliers to add to our portfolio. I am trying to arrange a mock wedding photoshoot for early September so we can promote the centre as a wedding venue at the opening event and at a wedding fair later in the year.

Volunteers:

I am still looking for volunteers. I will do a short presentation at the AGM on the 16th August. I am also going to be guest speaker for the Harris Voluntary Service AGM next week.

Business Units

We have had fifteen expressions of interest for the Business Units. Three of whom felt the spaces were too small but would be interested in hiring spaces here in the Old School after it has been refurbished. The deadline for applications is this Thursday at midday with interviews w/c 11th July.

Furniture, Fixtures and fittings:

Tweed has been ordered and the design of soft furnishings agreed. The servery design has been agreed and is expected to be installed W/C 20th July. The kitchen order has been finalised and is expected to be installed W/C 25th July. I have received quotes for a demountable stage and a projector and screen. I have completed a shopping list of small items such as crockery and cutlery, cleaning equipment etc.

Electric Vehicle and chargepoint funding

No update.

Opening Ceremony

The confirmed date for the opening ceremony is the 30th September. I have asked the Sir E Scott Choir and the highland dancers to perform and some local musicians and singers. Unfortunately, Julie Fowlis was unable to perform in the evening however she has agreed to coming for a concert next summer. I have contacted some other bands for prices and availability.

TIG funding

I applied for TIGs £750 Energy Saving measures grant for the Old School and we have been accepted. Possible uses are a new front door, energy efficient fridge, LED lighting. Once a project is identified I will get some quotes.