

FREE USE DAY Application Criteria

Leas Cliff Hall

Folkestone & Hythe District Council owns the Leas Cliff Hall (LCH), which is managed by the Ambassador Theatre Group. Each year, the council grants up to eight free use days of the LCH to local community users. Each Free Use Day is worth around £2,800. We encourage applications that seek to make use of the whole facility which comprises the Main Hall and the Channel Suite conference facilities.

There may be additional costs for your event so you are advised to discuss this directly with the LCH before firming up your plans. Any additional costs, including catering, must be paid 14 days before the event.

For more information about the LCH facilities please see: www.leascliffhall.co.uk

Quarterhouse

Folkestone & Hythe District Council supports Quarterhouse (QH) on Tontine Street in Folkestone and has five Free Use Days available to local community users. QH provides a great space for groups, organisations, performances, conferences and entertaining.

The use of the venue includes refreshments, basic staffing (usually a Duty Manager and a Steward). Additional staff or complex technical requirements will be subject to negotiation with the venue.

- Basic tech includes use of the small projector and auditorium playback / a single mic set up and left by the technical team. There won't be a technician present for the duration of the event to provide technical support.
- Complex technical support that is above and beyond this, includes use of the more substantial equipment which requires technically trained staff to be present and operating this (eg the large projector, lighting and PA system). Technicians would be present and on hand for the duration of the event.

For more information about QH facilities please see www.quarterhouse.co.uk

The Application Process

Should you have an idea for a community event please complete the attached application form.

The council is keen to ensure that the free-use days are being put to the best possible use and that the wider F&H District community has an opportunity to get involved with the events being staged. Events that will be supported are those that involve new ideas. We'd like to see events that influence the way people feel about the district, about local culture, about the district's past and about its future. We'd also like to see a range of events that involve people from across the district, of all ages and backgrounds. We seek to support events that have a long-lasting positive effect by being part of a larger idea, project or programme. In particular we are keen to see projects that embrace:

Community Involvement: How has the idea come about? Did it come from the community? What involvement will the local community have in the event's organisation? How does the event appeal to the local community?

Community Learning: Does the proposed event seek to develop and sustain innovative learning projects? Is it aimed at community members who do not normally participate in education and training?

Guidance:

- To be considered, the application form must be completed in full
- A Free Use Day cannot be given to any event with a commercial interest
- If the Free Use Day is used for fundraising, the funds must be raised for local charities
- Free Use Days cannot be used for any type of exclusive event and must be open to the general public
- Free Use Days cannot be used for any type of political or campaigning event
- A booking must not be placed directly with the venue prior to the Free Use Day being granted
- Applications for the LCH with fewer than 200 expected attendees will be unlikely to be successful as smaller events don't represent value for money
- Free Use Days are granted at the discretion of the Cabinet Member for Communities
- Because we only have a limited number of Free Use Days to award, it is unlikely that any one organisation will be awarded more than one every three years unless there are exceptional circumstances

You must clearly acknowledge Folkestone & Hythe District Council's support in any advertisement or literature about your event. Logos are available on request from communications@folkestone-hythe.gov.uk

PLEASE NOTE: While the use of the venue is free, there may be additional costs that you will need to consider when making your application and budgeting for your event. Should you have more specific requirements, please discuss these with the venue before submitting a Free Use Day Application, to ensure your budget can accommodate any additional charges.