

TOWNSHIP PROJECT BRIEF AND COMMISSIONING FORM



Township Ref	Service Ref
RP/11/23	

Township	Rochdale South	RP/11/23	
Name of Request Originator	Rochdale Central Library		
Project Manager & Ext	Justine Smith Ext [REDACTED]		
Completed by	Justine Smith	Date Completed	06.09.2023
A. DETAILS OF SCHEME			
Scheme Name & Location	<p>Rochdale Central Library events and exhibitions space</p> <p>Rochdale Central Library, Number One Riverside, Smith Street, Rochdale OL16 1XU</p>		
Scheme Description (include as much information as possible)	<p>We would like to establish a new events/exhibitions space in the library to host innovative groups, events and exhibitions of interest e.g. cinema club, author talks, and exhibit memorabilia provided by outside providers/museums. We feel that a relaunch of larger events and regular activities at Rochdale Central Library will create more footfall, a positive visitor experience, an enhanced offer to the community and it will support the overall vision of our Pioneering, Proud and Passionate offer to our town.</p> <p>Our aim is to promote the joy of reading and the love of learning in all we do. From providing events to support and encourage participation in our Summer Reading Challenge to a more relaxed experience of families watching films together and having well needed family time.</p> <p>A portable stage and seating for events and the cinema club will create a focal area in the library that can be themed to provide an immersive experience for the audience to enhance the storytelling and performances.</p> <p>Performers and organisations specialised in engagement activities will deliver a variety of educational events and activities for children and families to participate.</p> <p>Superhero Storytimes and also chess clubs, lingo bingo sessions, monthly story sessions, magician and also a face painter for events.</p> <p>Rochdale Central Library are seeking an allocation of £5592.60 from Rochdale North Township and £6938.44 from Rochdale South Township (pro rata split per population).</p>		
Desired Outcome (what is required by the scheme)	<ul style="list-style-type: none"> • Community cohesion • Increased use of children's library and new exhibition space • Increased participation and completion of Summer Reading Challenge • Sustain and increase library membership and make community aware of library activities • To meet customer needs and provide safe, fun and educational environment • To meet customer needs and support families with young children with literacy, creativity and teamwork 		
Township Priorities Met	People		
Land Owner	Rochdale Council		
Public Consultation	No		
Proposed Source of Funding	Township Revenue		

B. ESTIMATE

Assumptions made during preparation of estimate

Cinema Club/Events Space

Portable stage

[Arena Modular Staging - Arena Set 1 - GMFL | Cost Cutters UK](#)

Cost £1,152.17

Projector screen [PropVue Projector Screen with Stand 100 inch - 16:9 HD Premium Wrinkle-Free Tripod Screen for Projector with Carry Bag and Tight Straps: Amazon.co.uk: Electronics & Photo](#) Cost £127

[Mini Projector 1080P Full HD, ClokoWe 5G WiFi Bluetooth 15000L Portable Projector 4K Supported with 100" Screen, Home & Outdoor 300" LED Movie Video Projector for TV Stick, Android, iOS : Amazon.co.uk: Electronics & Photo](#) Cost £99.99

Film License [STSL Account Set-Up: Step-by-Step Guide \(filmbankmedia.com\)](#) Cost £150

Harry Potter Themed Prop

[The Noble Collection Harry Potter Marauders Wand Set With Display Stand - 31.5in \(43cm\) 4 Wizard Wands With Marauders Map Display Stand - Officially Licensed Film Set Movie Props Wands Gifts : Amazon.co.uk: Toys & Games](#)

Cost £127.00

Terry Pratchett Library Picture

[Unseen University Library | Terry Pratchett's Discworld | Prints \(discworldemporium.com\)](#)

Cost £30.00

Alice in Wonderland Print

https://www.amazon.co.uk/Parksmoonprints-Wonderland-Vintage-Dictionary-Picture/dp/B01ITT03NC/ref=sr_1_5?keywords=alice+in+wonderland+memorabilia&qid=1686045836&sr=8-5

Cost £5.00

Alice in Wonderland signs

https://www.amazon.co.uk/ASVP-Shop%C2%AE-Wonderland-Vintage-Hatters/dp/B0743HKBJB/ref=sr_1_33?keywords=alice+in+wonderland+memorabilia&qid=1686045836&sr=8-33

Cost £7.99

Seating

[KLIPPAN 2-seat sofa, Flackarp medium grey - IKEA](#) grey 2 seater £279 x 3 = £837

[LINNEBÄCK Easy chair, Vissle dark grey - IKEA](#) grey chair £70 x 15 = £1,050

[Eden Naturals Children's Bean Bag Reading Chairs Set x 5 | Educational Equipment Supplies \(e-supplies.co.uk\)](#) 5 x beanbags = £148.94

Cost £2,035.94

Resources for new groups

Chess set x 4 (£18.99 each)

https://www.amazon.co.uk/SARTHAM-Chess-Set-Foldable-Checkers/dp/B09C1146VM/ref=sr_1_41?crd=QSL5B6VLFZY&keywords=chess+set&qid=1686041944&prefix=chess+set%2Caps%2C87&sr=8-41

Cost £75.96

Bingo set

[Jaques of London Metal Bingo Machine Game Set | Family Board Game with Bingo Cards | Kids and Adults Bingo Game | Since 1795 : Amazon.co.uk: Toys & Games](#)

Cost £30

Superhero costumes

Spiderman - £29.99 - [AHSLIZI Spiderman Costume Adult Superhero Miles Morales Movie Theme Party Fancy Dress Party Costume Spandex 24D Print Jumpsuit Christmas Cosplay Suit Props Toy Mask : Amazon.co.uk: Toys & Games](#)

Batman - £39.95 - [Rubie's Official Batman Deluxe, Adult Costume - Medium : Amazon.co.uk: Outlet](#)

Superman -£31.30 - [Rubie's Official Superman Deluxe with Muscle Chest, Adult Costume - Large : Amazon.co.uk: Toys & Games](#)

Cost £101.24

Animal decals

Wall decals of various baby animal designs (see [link](#) for details)

Cost £4.78

Toys

<https://www.smythstoys.com/uk/en-gb/toys/pre-school-and-electronic-learning/bluey/blueys-talking-bluey-plush/p/199290> Cost £19.99

<https://www.smythstoys.com/uk/en-gb/toys/pre-school-and-electronic-learning/bluey/blueys-ultimate-play-and-go-collector-case-playset/p/208599> Cost £24.99

Graphic novel display figure

<https://www.zavvi.com/merch-figures/eaglemoss-marvel-spiderman-figure/12660011.html> Cost £9.99

Events

A variety of educational and fun performances and activities for children and families (see examples below to be selected from to enhance storytelling sessions, cinema club screenings, author talks and promote exhibitions)

Cost £8529

Storyteller – [REDACTED]

[REDACTED] Storyteller £50 a session (monthly)

Cost £600

[REDACTED] Storyteller & entertainer x 6 sessions

Cost £600

Magician

[REDACTED]
Cost £200

Face Painter

2 hours £100 [REDACTED]

[REDACTED]
Cost £100

Gaming session x 2

[REDACTED] is £200 per half-day session [REDACTED]

Educational sessions on using games as learning tools that provide a stimulating mental challenge across all ages and abilities

Cost £400

[REDACTED] Tel: [REDACTED] [REDACTED] two hours (30 children plus parents)

Exotic animals encounter experience

Cost £300

Tel: [REDACTED] Email: [REDACTED]
 2 x Christmas workshop
 Fun, educational, art, craft and creative activities.
 Cost £420

Tel: [REDACTED] Email: [REDACTED]
 Circus skills have a go workshop for 25 people (session 2 hours 30 minute)
 Cost £300

[REDACTED]
 Perfect for any food, plant, health, or green event, [REDACTED] is a show packed full of tasty fruit and vegetable themed juggling and comedy cookery. Even Peter Rabbit himself makes a thrilling appearance.
 3 x 30 minute shows
 Cost £915

Tel: [REDACTED] Email: [REDACTED]
 Workshop for 10-20 people (includes two interactive activities) 2 hours = £500.
 Shows with 3 performers in 20 minute set
 Cost £750

Tel: [REDACTED] Email: [REDACTED]
 Decorate themed biscuits and cupcakes whilst learning about cooking so children can recreate them at home.
 Cost £300

Tel: [REDACTED] Email: [REDACTED]
 Performance artist to enhance themed event.
 Cost £300

Shakespeare workshop [REDACTED] two hour workshop for 30 children inc delivery and travel on a Saturday.
 Cost £295

Christmas event week commencing 18th for one day. Reindeer hire £800 includes two Reindeer handlers and a pen. Snow globe for photo prop £500 and static Scandinavian sleigh photo prop £450 for 3 hours
 [REDACTED]

Rock Pool Experience Tel: [REDACTED] Email: [REDACTED]
 Rock pool experience with hands on and interactive opportunities for children to learn about the species to be found close to the sea. Two rock pools and two Rangers holding talks. Saturday 9.30am-3.30pm
 Cost £799

Risks that may change estimate

Price changes and items being out of stock.

Total Estimated Fees (Nett)	£		
Total Estimated Works Costs (Nett)	£		
Total Cost (Nett)	£6938.44 allocation required from Rochdale South Township		
Amount Approved by Township	£		Cost Code

C. TIMESCALES

Estimated Start Date	As soon as funds approved
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(start date subject to commissioning within three months of application)

Evidence

All items are purchased and in situ for the events and activities to commence.

Completion Date

Evidence

D. AUTHORISATION

I have read the terms and conditions provided with this form and agree to the funds being allocated as approved at Committee

Date Committee Approved Scheme

Signature of Head of Service

Date

Signature of Townships & Communities Manager

Date

Signature of Township Chair

Date

KEY

	To be completed by whoever receives the original proposal
	To be completed by Service/Provider after discussion with the Township Office
	To be completed by Township Councillor/Officer