

SHPRESA PORGRAMME MANSFIELD HOUSE



VENUE HIRE INFORMATION

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INTRODUCTION

This brochure explains the procedures involved in relation to groups /individuals using our facilities at MANSFIELD HOUSE, 30 Avenon's Road, E13 8HT

Please read it carefully

Bookings are only open to groups/ individuals conducting actual group or one to one work with clients /service users, or for agencies to conduct training of their staff and/or volunteers. Facilities are not normally available to groups/ individuals for commercial trainings events.

The type of activities will cater for include:

- User –Led self –help groups
- Buffet events (Up to 25 People)
- Facilitated support groups
- Counselling / Advice practitioners
- Health & social care groups
- Young people & families

And others of this type.

Important Note:

Space is limited , and Shpresa Programme's advice and support services will retain priority use of the facilities outlined on this brochure. Bookings are therefore subject to availability.

External agencies /individuals will be catered for to the best of our abilities , and changes to our booking procedure will be notified to all groups with plenty of advanced notice.

MANSFIELD HOUSE, 30 AVENONS ROAD, E13 8HT

This is a three –storey building (fully accessible ground floor), in Avenon’s rd, Plaistow.

Facilities on offer are:

- Fully equipped kitchen
- Dinning area (seating up to 25 persons)*
- Lounge /lobby (capacity up to 25 people)
- Disabled WC
- Multi purpose rooms (capacity up to 15 people)
- Baby changing facilities

* The kitchen is and dining areas are **only let in conjunction.**

All facilities at Mansfield House are available after day time weekends and evenings up to 9:00 pm. For bookings after 5:00pm and weekends are extra service charges.

REGISTRATION

Prior to first time booking ,or where other circumstances demand it, all groups /individuals should furnish Shpresa programme with the following before any bookings can be taken.

1. REFERENCES

2 references ,one form a community organization or business , the other from an individual who can vouch for the integrity of the group / individual.

2. INSURANCE

Evidence of appropriate liability insurance (Where applicable) Shpresa Programme `s insurance only covers injury, (fatal or otherwise) to persons on our premises where such is caused through faulty equipment and / or fixtures and fittings etc, for which we are responsible.

3. LICENSES

Private advice/counselling or therapeutic practitioners working on a one to one basis should provide a copy of any license(s) and /or certificates required for their work, together with the document(s) already summarised in (2) above.

4. ABOUT YOU

Aims and objectives for the group/ individual, or a brochure which accurately describes it’s/ their work. If neither is possible, an A4 typed summary should be submitted.

5. REGISTRATION FORM.

A registration form will be provided at the time of viewing , or where registration is renewed. (An example of the form is attached for your reference)

Important Note:

We will require your agreement to abide by the terms of Shpresa Programme's

- (a) Room Hire guidelines(to follow)
- (b) Equal opportunities statement (to follow)
- (c) Other Conditions outlined in this Brochures

BOOKINGS

Shpresa programme will manage all bookings and invoicing. **You must give us at least 24 hours notice of a booking, or you may prefer to block book.**

To ensure a prompt and reliable service, please observe the following

(1) Registration Review

For regular users registration may require review every 1-2 years.

(2) Keys

Keys **will not** normally be issued in advance. Shpresa will usually ensure that you group is provided with access to the building and will lock – up after you. Facilities are available up to 9:00 pm weekdays and weekends(Weekends subject to agreement)

(3) Charges

Charges are applied on a band system; some degree of flexibility may be exercised at the discretion of Shpresa Programme.

(4) Breakage's

Charges will be levied on users groups/individuals equivalent to the cost of repairing or replacing damage or breakage's respectively, where such was caused by an individual involved in , or as a result of the activities of the group.

(5) Cancellation

Shpresa Programme should be informed of cancellation or change of booking **at least 1 week in advance**. A group/ individual would remain liable to pay the full fee if the prescribed notice is not given.

(6) Invoicing

Shpresa Programme will usually issue invoices on a monthly basis. On receipt of the invoice, groups and/or individuals should settle the outstanding charge within 28 days.

Please note:

Invoices will be issued at intervals other than above by agreement with the shpresa Programme.

ROOM HIRE GUIDELINES

To facilitate a clear agreement between groups /individuals and Shpresa Programme, a **Registration Form**, (example to follow), will be completed prior to a first –time booking or where registration is required to be renewed. The registration form will include a checklist indicated that you have been briefed on and agree to the following:

- (A) Conditions outlined in this brochure with particular reference to the sections;
 - Introduction
 - Registration
 - Bookings
 - And Room Hire
 - Guidelines Section(b) to (f)
- (B) Groups are asked to observe our “No smoking” policy in all the part of the building.
- (C) Groups are asked to arrive, conduct their activities and leave the building in an orderly fashion. Noise levels should be kept to an absolute minimum.
- (D) The rooms should be left in the condition they were found
- (E) Crockery/cups used should be cleaned after use, and any waste or litter disposed of in the bins provided
- (F) Any electrical or other equipment used should be switched off at the mains and / or stored away, and left in full working order. Any breakage’s, faults or damage should be reported **before** leaving the premises.
- (G) Groups are asked wind – up their sessions on time. Continued use in excess of 30 minutes will be charged for. **In extreme cases where continues excesses effects the booking of other groups cancellation of registration will be considered**

Shpresa Programme will ensure a reliable and efficient service to all users groups/individuals. We undertake not to take any form of punitive action provided the terms and conditions of hire are observed when using our facilities.

Groups are invited to inspect our liability certificates and relevant policies and procedures at any time. Groups should ensure they request an induction re: the location of first aid equipment and familiarisation with drills relating to fire safety.

REGISTRATION FORM
ROOM HIRE

User group should complete section 1,2,3, &5 ONLY

1. Group Name.....
.....

Contact person.....

Address.....
.....
.....

Tel No:.....

Fax No:.....

Address for invoicing :.....

2. If different from above.....=.....
.....

3. Group activity:
(Tick as well if you conduct one to one work)*

Annual Funding / Income £.....

Annual Estimated Donations £.....

Totally Non – funded *

* Do you have plans to raise funds this year **Yes** **No**

Official Use Only

Complete the following checklist.

Bookings may only be arranged if all prescribed information has been provided and groups /individuals have agreed to all terms outlined in the “Room hire Brochure” and any accompanying documents

Group charged at Band

Review Date.....

4. Checklist (Official Use Only)

- | | | |
|--|--------------------------|------------------------------|
| 1. References taken and filed | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| 2. Copy of Liability Insurance provided /filed | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| 3. Practitioners license/ certificate provided/filed | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| 4. Aims & objectives/ brochure provided/filed | <input type="checkbox"/> | |
| 5. Condition fro bookings read and agreed | <input type="checkbox"/> | |
| 6. Charge band agreed by both parties | <input type="checkbox"/> | |
| 7. Room Hire Guidelines read and agreed | <input type="checkbox"/> | |
| 8. Shpresa Programme Equal opportunities policy
(Group agreed to observe) | <input type="checkbox"/> | |

5. DECLARATION

Signed on behalf of the group.....Date.....

Signed on behalf of Shpresa Programme.....Date.....

CHARGES

Please note:

Charges are allocated on a banded system depending upon your group / agencies actual or projected income/ funding at the time of registration. This may vary at the discretion of Shpresa Programme.

Band A	Groups and agencies with annual income/funding between £1000 & £25000
Band B	Groups agencies with annual income / funding over £25000

Some flexibility may be exercised at the discretion of Shpresa Programme.

	Band A	Band B
Kitchen /Dinning Area	£15.70/hour	£16.30/hour
Lounge	£11.84 /hour	£13.81/hour
Multi-Purpose Room	£6.10	£6.70/hour

Charges are subject to review annually, but may also be reviewed at other times. At least three months notice will be given in any event.

Weekend cover	Band A	Band B
	£ 6.77 /hour	£7.37/hour

