

***South Woodham Ferrers
Community Hub***

Room Booking Pack

All bookings are managed by Chelmsford CVS

Please contact

E: info@chelmsfordcvs.org.uk T: 01245351888

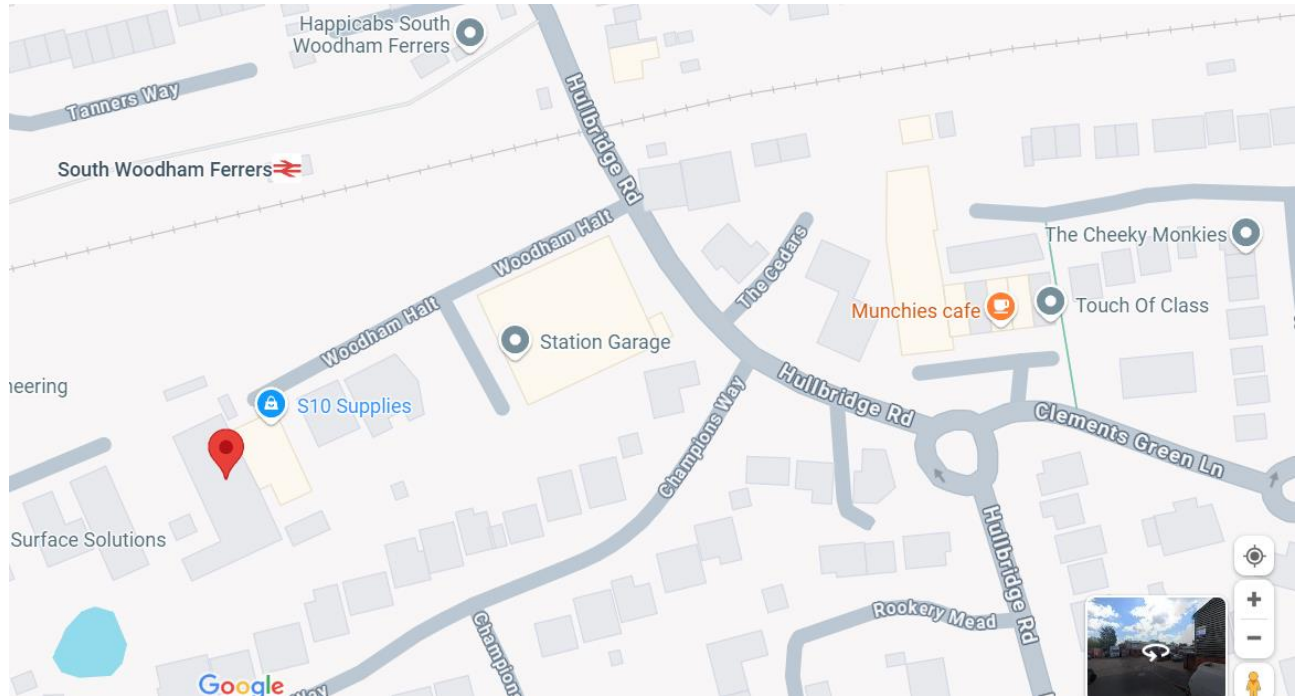
Contents

- A) Venue Information
- B) Conditions of Use
- C) Locker Key Deposit slip
- D) Evacuation Procedures
- E) Health & Safety Policy
- F) Privacy and Data Protection
- G) Room Charges

A) Venue Information

Address: 19 Woodham Halt, CM3 5JB

Parking: 3 dedicated places outside building, 4 additional on request (see accompanying T&Cs).
Walkable from the train station and shop car parks.



The South Woodham Ferrers Community Hub has two spacious rooms with accompanying facilities, available to hire.

It is ideally placed within a short walk of the train station, bus stops, and local shops.

The building is wheelchair accessible, and has a disabled toilet, and one additional toilet.

There is a kitchen with a kettle, microwave, fridge, and crockery.

Use of a projector is available on request.

Front Room



A comfortable informal carpeted room with front door access. Suitable for informal meetings and community activities/ groups.

Has kitchenette and toilet access.

Meeting Room



A large carpeted room on the ground floor with natural light, suitable for team meetings, board meetings, away days and training events.

28.5 square metres

Seating for 36 people

Table seating for 24 people

The Meeting room has its own separate entrance, and direct access to the kitchen and disabled toilet.

B) Terms and Conditions of Use:

Please make sure you familiarise yourself with these conditions before use of The SWF Community Hub.

The SWF Community Hub rooms are available for hire under the following conditions:

1. Hirers must have provided the Bookings Manager with a clear statement of the aims and principles of their organisation and of their intended use of the premises, which has been considered and accepted by the members of the SWF Community Hub.
2. Hirers must have in attendance a person who has familiarised themselves with the written Fire and evacuation procedures for the Hub, and is responsible for ensuring that in the event of an incident (fire or otherwise) all members of the Group are evacuated.
3. The SWF Community Hub reserves to itself, and to those authorised for the purpose by it, the right of entry and to refuse admission and to cancel at any time without stating the reason and without incurring any liability in respect of such refusal or cancellation.
4. Hirers must note that they are responsible for, and must indemnify the SWF Community Hub against, any damage to the premises or contents during their use, and against all claims in respect of any accident, damage, or personal injuries arising from their use. Hirers must accept responsibility for any of their property at the Hub. Where the premises are expected to be hired by a Hirer for more than three times in any twelve months, then the Hirer must arrange their own public liability insurance, and provide evidence of this to Hub when requested.
5. Hazards identified by Hirers should be drawn to the attention of the Keyholder and Facilities Manager by noting the problem in the Keyholder Book by the Community Board in the front room.
6. In the event of an Accident or Significant Incident, a report should be noted in the Accident Book. This, and the first aid kit is located on the bookshelf in the front room, next to the toilet.
7. Food safety is the responsibility of the Hirer. The kitchen is provided for the preparation of drinks and unwrapping of pre-prepared food brought by Hirers, but not for food preparation. If professional or outside caterers are used, they are required by law to have food hygiene training and to have adequate safety controls. If you use existing tea and coffee supplies then please make an extra donation to the hub.

8. No banners, bill or posters may be affixed to the buildings without prior agreement. There is a Community Notice Board within the SWF Community Hub.
9. Hirers are not allowed to store their materials and equipment in the Hub without prior approval. Such storage is in breach of good Health and Safety practice, and breaches our Insurance. We will allow Hirers to make use of an inside locker and will charge a £5 deposit for the key. Should any Hirer materials be stored outside this procedure, then the Hub will request removal, and ultimately will dispose of the materials.
10. Electrical Equipment. Hirers are responsible for the safety of any electrical equipment brought to the Hub. Since the Hub does not have a TV licence or music licence, no equipment capable of receiving live broadcast TV should be used. All equipment over 12 months old must be Pat tested.
11. No animals (except assistance dogs), drugs, smoking or gambling to be allowed on the premises. No alcoholic drinks except for ceremonial use.
12. Hirers wishing to cancel a booking must give at least 48 hours' notice to the Booking Manager who has confirmed the booking. Otherwise the full hire fee may be charged.
13. The Keyholder, or a nominee, will open the Hub, and instruct Hirers how to lock the premises if required. It is the responsibility of Hirers to ensure that these instructions are followed. If Hirers are unavoidably delayed, they should contact the Keyholder by mobile phone to advise of the delay (contact details provided at time of booking).
14. Car park access: There are 3 dedicated parking spaces in front of the building, and 4 permitted at the Veterinary Clinic next door (to make use of these you will need to display a "Men's Shed" windshield sign which are kept on your left as you enter the building. Please make sure you return this before you leave). Hirers are asked not to permit double parking or any obstruction of the throughway to emergency vehicles or our neighbours.
15. Hirers are responsible for ensuring that tables, chairs and benches are in their normal storage positions at the end of a session unless special arrangements have been made with the Keyholder.
16. Should a Hirer fail to leave the Hub in a locked and secure position, then The Hub will reserve the right to make a charge of £50 for the cost of replacement locks. An additional cost for electricity usage will be incurred if lights or heating is left on.

C) Locker Key Deposit Slip

Office Use – Please retain

Date:

Received From:

Contact details:

Key Number:

£5 Deposit Paid: Check Cash Other:

Receipt – Please detach and hand to Hirer

This receipt is for a key deposit in the amount of £5 Check Cash Other:

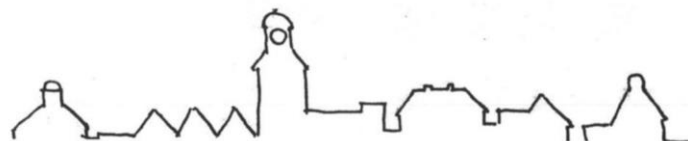
Date:

Key Number:

Key(s) must be returned by _____ or the deposit will be forfeited.

Hub Representative's Name:

Hub Signature:



South Woodham Ferrers

Community Hub

D) Evacuation Procedures

In the event of a fire being discovered, or other need to evacuate, the following procedures should be followed:

1. Raise the alarm The Hub is not fitted with a fire alarm system, but has a smoke alarm. If a fire is discovered then the alarm should be raised verbally to ensure that everyone on the premises are alerted. **If possible, but not at personal risk**, the fire extinguishers should be used, these are located in the hallway between the two meeting rooms. Note that only a CO2 extinguisher (black) should be used on electrical fires.
2. The conditions of use of the Hub require that each Group using the premises includes a nominated person (the Fire Marshall) who is familiar with the fire procedures and who is responsible for monitoring safe evacuation of all members of the Group as follows
 - a. Fire Marshall to be aware at all times of how many people in the group, and any with restricted mobility, hearing, vision or other constraints.
 - b. Fire Marshall to make sure that no cars block free access to the car park- to allow Emergency Access vehicles free entry.
 - c. On alarm being announced, Fire Marshall to perform a sweep of all rooms within 2 minutes of the alarm being raised **(without putting self at risk)**.
 - d. Fire Marshall to verify that all people in the group are outside and collected at the Meeting Point.
 - e. Fire Marshall to contact Emergency Services via 999, to advise the nature of the emergency and of any people not accounted for or injured. Fire marshal to contact Keyholder/ Chelmsford CVS and make them aware.
 - f. Fire Marshall to stay at Meeting Point as contact point for Keyholder and Emergency Services and to make sure that no one returns to the building till given the all clear by Emergency Services.

Evacuation Routes: Through front door into car park. Through sliding slide doors in back Meeting Room.

Meeting point in case of evacuation: In the car park of the Veterinary Surgery next door.

Contact Emergency Services. The Hub has no telephone, and so the emergency services should be contacted by mobile phone via 999 and advised that there is an incident at: **19 Woodham Halt, CM3 5JB** . What3Words: **Conveying Strain Jogging**

Alert the residents in the flats above: Raise the alarm to the door to the left of the building. Raise the alarm to the door at the rear, up the stairs.

E) SWF Community Hub Health & Safety Policy 2024

In concern for the well-being of everyone, SWF Community Hub will take all steps in its power to:

- Ensure internally and externally the buildings and equipment are in a safe condition.
- Keep all equipment stored safely.
- Provide opportunities for training as appropriate in avoiding hazards.
- Act responsibly towards all volunteers and ensure their safety and that of Hirers, contractors and members of the general public.

We will comply with current Health and Safety legislation by:

- Conducting an annual Health and Safety risk assessment of our grounds and buildings to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented.
- Ensuring that we devise, maintain and promulgate to Hirers of our premises our emergency evacuation procedures.
- Ensuring that all electrical installations and appliances are examined and maintained on an annual basis or other such period that is considered desirable or required by law.
- Complying with food hygiene regulations.
- Ensuring that all cleaning liquids, aerosols, polishes and pesticides are securely locked away when not in use.
- Complying fully with our written Safeguarding Policy.
- Maintaining a suitable first aid kit and a formal Accident & Incident reporting folder, and displaying prominent notices indicating where these may be found.

The Committee of SWF Community Hub is responsible for overseeing these matters.

The nearest Enforcing Authority is Chelmsford City Council.

Reviewed by SWF Community Hub - December 2024

F) Privacy and Data Protection

Chelmsford Council for Voluntary Services (CVS) are the Bookings Mangers for the SWF Hub, and is the entity responsible for Data Protection.

The information Hirers given when booking is treated as confidential, and will be held in accordance with data protection legislation currently in force including the General Data Protection Regulations.

Find out more about how we control and process data by reading the Privacy Policy at: chelmsfordcvs.org.uk or by contacting info@chelmsfordcvs.org.uk

G) Room Charges

Please note that we charge an additional £3 booking fee to cover our admin costs. If you are making a block booking, this will be done quarterly.

Front Room:

Day	Times	Charge
Mon - Fri	9:30am - 1:00pm <i>When available, please ask</i>	£25.00
	2:00pm - 5:30pm	£25.00
Mon - Fri Day Rate	9:30am – 5:30pm	£50.00
Mon – Fri Evenings	6:00pm - 9:30pm	£30.00
Sat & Sunday	9-30am - 1:00pm	£30.00
	2:00pm - 5:30pm	£30.00
Sat & Sun Day Rate	9:30am – 5:30pm	£60.00

Meeting Room:

Day	Times	Charge
Mon - Fri	9:30am - 1:00pm	£35.00
	2:00pm - 5:30pm	£35.00
Mon - Fri Day Rate	9:30am – 5:30pm	£75.00
Mon – Fri Evenings	6:00pm - 9:30pm	£40.00
Sat & Sunday	9-30am - 1:00pm	£40.00
	2:00pm - 5:30pm	£40.00

Sat & Sunday Day Rate	9:30am – 5:30pm	£80.00
-----------------------	-----------------	--------

If you have any specific requirements please e-mail to discuss, we will do our to be flexible.