

The Mill

ROOM BOOKING INFORMATION PACK

**People making things happen*

The Mill is fully accessible, providing wheelchair access, accessible toilets for disabled adults & children, and nappy change facilities. There is a disabled parking bay outside. Rooms are available for bookings 6 days a week :

10am to 7pm Tuesday - Thursday;
10am to 6pm on Friday and Saturday;
and on Sundays from 11am to 2pm.

Please enquire for bookings outside of these hours. The Mill is closed on Mondays. ***When the building is not otherwise open, additional charges may need to be made to cover staff overtime.**

ROOMS

Garden Room:

Flexible room, suitable for up to 30 standing, 18 in 'conference style' seating, 25 in 'auditorium style' and about 8 for light exercise such as yoga. Fold-down tables and chairs are also available.

The price for this room is from £15 per hour*

Small meeting room:

A room with fixed meeting table, suitable for approximately 12 people.

The price for this room is £10 per hour*

Large main "Living" room

Large bright room suitable for around 40 people standing or 18 seated at 2 large tables, and 30 in 'auditorium style' seating (in rows).

The price for this room is £25 per hour*

Children's room

Available to hire outside of opening hours. Can be used for meetings or for your children's party. It holds 10 in 'conference style' seating, and 18 in 'auditorium style' seating

The price for this room is £15 per hour*

Table Hire

It may also be possible to hire a large table for your activity in our Living room space. We can hire table space on an hourly basis at a rate of £10 per hour*

Hire the entire ground floor! enquire for prices

CHILDREN'S PARTIES

For small parties, the Garden room is available to hire during opening hours.

For a larger children's party and for exclusive use of both the Children's play room and the Garden room,

available on Sundays after 2pm for 3 hours at £120. Please enquire for availability.

Catering

The Mill does not have public kitchen facilities. For a modest fee, we can provide tea, coffee and a flask of hot water for your event. Alternatively, your users can use the facilities in the living room, for which they are to be asked to make a donation to The Mill. Please note the consumption of alcohol is not permitted at The Mill

General

The Mill has a licence to play live and recorded music but not for screenings of any film or television shows in DVD and other formats. Therefore hirers are not permitted to show screenings which would be in breach of entertainment licensing regulations.

No blue-tac, sellotape or similar adhesives are to be used in any of the rooms in The Mill. The hirer will not affix any logo, notice or other item to any part of the premises other than with the prior permission of The Mill staff.

Noise and neighbours

The Mill is a neighbourhood centre and strives to be a good neighbour itself. It is also a multi-use community building, typically shared by a range of individuals and groups at any one time. All groups and individuals using The Mill must agree to respect other users and neighbours, and in particular to avoid excessive noise levels. Access to the garden area is controlled.

Third party insurance & liability

The Mill shall not be responsible for any loss or damage to property, or any injury which may be incurred. Any property or goods at The Mill are brought and/or left at the owner's risk and without any liability of The Mill. Local Authorities/community groups are expected to have adequate Public Liability Insurance covering their activities.

Safeguarding

The Mill is committed to ensuring a safe environment for all those using the centre. As part of this commitment, the Mill will request a satisfactory DBS Disclosure for any hirers engaged in a regulated activity for any public activity or event .

HEALTH & SAFETY

The Mill regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and that all staff, visitors and persons at The Mill are not exposed to unnecessary hazards.

Hirers should carry out their own risk assessment of their activity, a form and guidelines for producing an assessment are attached.

Hirers should make themselves and their groups familiar with the fire and emergency procedures at The Mill including fire call points and fire exits. Those running workshops or activities must ensure their groups sign in in accordance with emergency evacuation procedures. Hirers are responsible for their own safety.

BOOKING

Please contact us to enquire about availability and costs. Complete the attached room booking to confirm your request. Remember to include time for setting up and clearing up after your activity. Return your form to carolyn@themill-coppermill.org

TERMS AND CONDITIONS OF HIRE

The Mill wishes to provide the most comfortable and trouble-free room bookings. The terms and conditions set are to enable us to carry this out effectively. Please note when arranging bookings that, whilst we endeavour to be as helpful and supportive as possible, resources are limited and there are no on site staff dedicated to servicing or supporting meetings.

Telephone and verbal bookings will be regarded as provisional and must be confirmed in writing. Written confirmation will be taken as acceptance of the following terms and conditions:

The Mill expects all users to abide by our Users' Charter (attached) and reserves the right to refuse entry to any person, group or organisation whose activity is not in keeping with the ethos and objectives of The Mill. In particular, we wish to promote community harmony, development and inclusion, and will not support activities or allow behaviour which contravenes these aims.

The organisation and/or person in whose name the booking is made, unless otherwise states, will be regarded as the Hirer, and shall be liable in respect of the booking. The Hirer's requirements should be detailed at the time of booking, and any changes to these requirements should be detailed in writing to The Mill not less than three working days before the booking. The hirer shall not use the premises for any purpose other than that described in the hiring agreement, and shall not sub-hire.

Provisional bookings, confirmation and payment

Provisional bookings will be held for one week. If no written confirmation is received the booking will be cancelled. Written confirmation should be accompanied by payment for the booking, for which a receipt can be issued on request.

Cancellations

In the event of cancellation, customers are liable for payment of charges as detailed below. Notification of cancellations should be made in writing and will be effective on the date received by The Mill. In the event of a cancellation, customers are liable for payment of charges as follows:

20% of total charges for cancellations made within 7 days of meeting date

50% of total charges for cancellations made within 2 days of meeting date

100% of total charges for cancellations made less than 24 hours of meeting date

User Charter

What is The Mill?

The Mill is a public space and all are welcome to come in when it is open. We want to make life better for people in the neighbourhood by improving the connections that residents have with each other. The Mill is also a volunteer led organisation and we offer volunteering opportunities to interested users. To find out more about how you can volunteer at The Mill please speak to someone at the reception desk.

When you come to The Mill we expect you to ...

- Treat everyone with respect
- Look after the building and everything in it
- Not make excessive noise
- Clean and tidy up after yourself
- Speak to a member of staff in advance if they want to bring food
- Make donations when they are participating in events and activities and encourage others to do the same
- Take responsibility for your own possessions
- Supervise your children at all times
- Please note alcohol is not permitted at The Mill

Facilities at The Mill include...

- There will normally be tea and coffee making facilities for which a donation is requested
- Daily newspapers are provided
- The Mill has children's room and an honesty library
- Rooms are available for hire
- The Mill does not have a public kitchen area or internet access
- Car parking is restricted on Coppermill Lane

June 2014

Risk Assessment Form

Activity:	Room:	Set-up:
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People at Risk:	Additional Information:
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Contact Person:	Date	Review Date:
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Risk Evaluation

Hazard	Risk	Priority (L, M, H,)	Existing Control Measures	Additional Action Required (action by whom and completion date)

KEY: V=visitors, S=staff/volunteers, E=external staff/cleaners, C=children, VA=vulnerable adults.
L=low, M=medium, H=high

Guidelines for producing your own risk assessment

Risk assessment: A risk assessment is simply a careful examination of what, in your planned activity could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Hazards: A hazard is anything that can cause harm. Hazards may include:

- Nature of the activity
- slipping, tripping hazards
- electricity
- work equipment

- hand tools
- Ease of access to exit routes
- manual handling

Risk: A risk is how likely a hazard will cause harm.

Risks can be reduced or eliminated if adequate controls are in place or introduced. For example:

- minimise trip hazards by concealing trailing wires along the floor and under tables
- A less risky option might be considered, consider using alternative methods or personal protection equipment may be required.
- check equipment is sound and in good condition
- provide training in safe use of equipment and supervise users.

How to assess the risks in your activities

Follow the five steps:

Step 1: Look for the hazards – something with the potential to cause harm

Step 2: Decide who and what may be harmed and how

Step 3: Evaluate the risks – the chance that harm will result given the circumstances and decide whether the existing precautions are adequate or whether more should be done

Step 4: When appropriate, record your findings and report them to The Mill.

Step 5: Review your assessment and revise as necessary

Step 1: Look for the hazards - Inspect the space in which your activity will take place and note what could reasonably be expected to cause harm.

Step 2: Decide who and what may be harmed and how. Don't list the people in person – just the groups of people who may be affected, ie; workshop attendees, volunteers, young people, vulnerable adults etc.

Step 3: evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Consider how likely it is that the hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all the precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether the remaining risk is high, medium or low. If the risk is high, perhaps you might consider to remove the risk altogether or do it another way.

Step 4: Record your findings

Record your findings and submit your completed form to centre staff. Keep one copy of the completed risk assessment form for your own records.

Step 5: Review your findings

You should review your assessment from time to time to make sure that the precautions are still working effectively.

If your activities change or you decide to undertake more responsible activities there may be more likelihood of an accident. You must sure that you consider the changes and re-assess the risks.