

THE WILSON WELLBEING SPACE

Venue Hire Policy

(Draft v2 Jan 20)

This Venue Hire Policy has been agreed by the Wilson Wellbeing Steering Group.

ACCESS AND USAGE CRITERIA

The following criteria are provided to provide transparency for those wishing to use the Wilson Wellbeing space:

- The venue is available for groups and organisations delivering wellbeing services that benefit Merton residents;
- The venue is not available for private parties, including children's parties;
- The Steering Group will use the World Health Organisation's definition of wellbeing¹ to assess applications from groups who wish to use the space;
- Despite having multiple rooms, due to the layout of the venue, the venue will only be offered for exclusive usage at any one time. Groups/organisations are encouraged to collaborate (via a lead Hirer) in order to maximise the use of space;
- To ensure that different groups have the opportunity to use the venue, regular booked sessions will be reviewed after 12 weeks and at 12-week intervals, should the venue be available and required;
- Hirers will be required to complete an Application Form to hire the venue. The Steering Group will not have capacity to assess applications in depth. Decision will be made on trust.

BOOKING ARRANGEMENTS

The venue is currently bookable Monday – Friday between 9am and 7pm for a minimum 2-hour period. Please note that booked periods include activity set-up and clear-away time.

Bookable slots are available as follows:

9am – 11am
11am – 1pm
1pm – 3pm
3pm – 5pm
5pm – 7pm

All users of the venue must have vacated the site by 7.30pm latest.

¹ WHO Definition of Wellbeing: 'A dynamic state of physical, mental and social wellness; a way of life which equips the individual to realize the full potential of his/her capabilities and to overcome and compensate for weaknesses; a lifestyle which recognizes the importance of nutrition, physical fitness, stress reduction, and self-responsibility. Well-being has been viewed as the result of four key factors over which an individual has varying degrees of control: human biology, social and physical environment, health care organization (system), and lifestyle'.

BOOKING PROCESS

All enquiries for booking must be made using the Application form. Potential Hirers must indicate how their group/organisation and service/activity meets the published usage criteria.

Potential Hirers will be asked to indicate a preferred booking slot and a second choice to facilitate the maximum use of the space resources.

Cancellation arrangements are set out in the Terms and Conditions for hire.

Hirers will be contacted by [REDACTED] to confirm their booking and sent an invoice by [REDACTED] [REDACTED] for payment. Payment must be received ahead of the booked date/time.

Hirers will also be sent a copy of the Hirer Terms and Conditions which must be signed and returned ahead of the booked date/time.

PRICING POLICY

A fair pricing policy is in place to allow groups of all sizes to access the venue to deliver wellbeing services and activities.

It is expected that organisations delivering funded services should have venue costs built into their funding and smaller groups can recoup costs by charging participants a small fee. Groups can seek advice for funding bids via [REDACTED] programme of support for community groups.

Income from room hire will be held in a development pot by [REDACTED] to enable the delivery of the Steering Group's objectives.

Pricing structure

Venue hire is free to all Groups/Organisations with an income of less than £10,000 per annum.
Venue hire £25 per hour (TBC) for all other Groups/Organisations

The Steering Group will use its discretion to review these arrangements in the light of specific circumstances and cases that come to light. As such, this Policy is subject to change and amendment by the Steering Group in order to support the development of wellbeing services and activities for the local community.

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