

From: [REDACTED]
Sent: 06 January 2020 09:48
To: [REDACTED]
Cc: Mike Robinson <Mike.Robinson@merton.gov.uk>
Subject: Slightly revised hire T&Cs

Hi [REDACTED]

Further to my email below, if you haven't already read and printed off the previous version, please could you use this slightly updated v4 instead.

Many thanks. See you tomorrow.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] wrote:

Hi [REDACTED]

Attached is a Hire Terms and Conditions Agreement form that I think covers everything and is pretty straightforward.! We can go through any questions when we meet on Tuesday but it would be great if you could have a scan of this and let me have a signed copy back so that it is in place when [REDACTED] arrives on Tuesday!

Thanks so much.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On 3 Jan 2020, at 08:56, [REDACTED] > wrote:

Hi [REDACTED]

OK. Tuesday morning is fine and we should have enough time. I may pop over on another day to meet [REDACTED] myself and check that everything is OK.

We are still working on our final “hire” paperwork but I’ll email you over the version we have today so hopefully you can have a read ahead of Tuesday. It will just mean there is an agreement in place between us and yourselves for the coming weeks.

Thanks for the insurance - you will just need to be happy that the cover includes activities on other sites.

Have a good weekend away and I look forward to seeing you on Tuesday morning.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On 2 Jan 2020, at 16:39, [REDACTED] wrote:

Hi [REDACTED]

Yes indeed our designer will be coming in on Tuesday 7th. Shall we meet up on Tuesday morning? I’m away for the weekend and don’t get back until Monday night.

I can come to the Wilson at 10:30? Does that give us enough time? I'll then communicate it all to [REDACTED] when he arrives. He said he'll be there at 12pm- is that too early?

We have just renewed our PL Insurance and am attaching a copy of the certificate here.

Happy New Year (and decade!) to you and see you next week!

Best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

On 2 Jan 2020, at 13:44, [REDACTED] > wrote:

Hi [REDACTED]

Hope you have had a good Christmas break. Happy New Year!

I'm (gently) working in the background this week to get ready for the "back to normal" onslaught that will start next week and wondered whether we should get something in the diary for Monday or Tuesday as I think [REDACTED] is wanting to start using the Wilson space starting next Tuesday from 12.30pm?

I can be pretty flexible on Monday or can do Tuesday morning but will need to be away by about 11.15am. At a push I could probably meet you there tomorrow at some point if the other offers don't work!

Let me know what works for you. Will need to show you the ropes re access etc.

Also, just to confirm that there is no charge for using the space but you will need to ensure there is insurance in place to cover [REDACTED] for the activities he is undertaking.

Let me know what works for you re meeting up. Can't believe it's come around so quickly!

[REDACTED]



On 14 Nov 2019, at 12:42, [REDACTED] wrote:

Hi [REDACTED]

This looks grand to me- I feel sure that [REDACTED] won't want to be working much past 7pm anyway. I will definitely forward your instructions re; keeping the place tidy and clear.

We really appreciate this offer of free space!

Many thanks,

[REDACTED]

On 14 Nov 2019, at 12:36, [REDACTED] wrote:

Hi [REDACTED]

I've fiddled with some provisional bookings and have now reserved Friday 17th for [REDACTED] to work there too.

Just to reiterate that he has to be finished by 7.30pm (and pretty much out off-site) for security reasons and the space needs to be left clean and tidy for other users who may be coming in the following morning. Obviously the little storage room where you will be storing your stuff can be left as you want it left day to day but the "clean and tidy" definitely applies to the public spaces, kitchen, loo etc. We may need to think about you putting dust sheets or something down in the small storage room too so that the flooring isn't covered in any paint.?

Anyway, we can talk about the practicalities nearer the time but hopefully this gives you a good starting point.

So to confirm, I have booked you in from 12.30 - 7.30pm on the following dates in January 2020:

7th, 8th, 9th
16th, 17th
21st, 22nd, 23rd
28th, 29th, 30th.

[REDACTED]

On 12 Nov 2019, at 10:24,

> wrote:

Hi again [REDACTED]

I'm meeting with [REDACTED] to discuss this early next week. I'm sure he will be very keen to replace those two days with others if the diary allows? I imagine he'll be working on the design for the show pretty much solidly throughout January. I'll have a better idea after we've talked...

You're right though, I don't think there's much point him coming in at 5pm on the 14 and 15th just for the last two hours...

Would it be possible for him to do the Friday (17th) instead?

Many thanks,

[REDACTED]

On 11 Nov 2019, at 17:09, [REDACTED] > wrote:

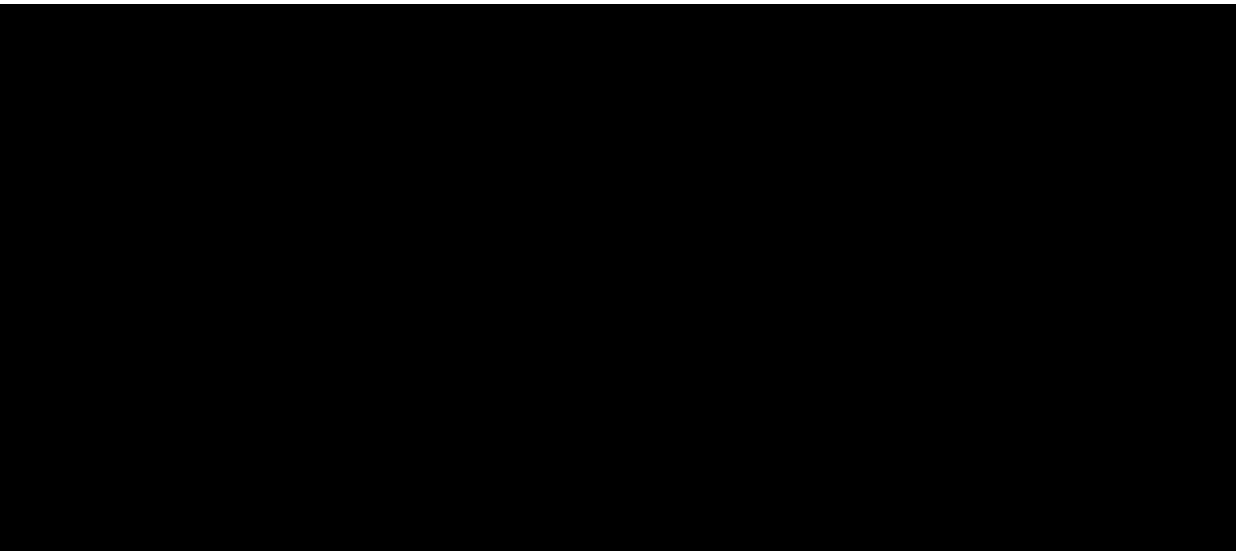
Hi [REDACTED]

Just looking at the diary and bookings.

It looks as if there may be 2 days that will be tricky - 14th and 15th January - because there is some training already taking place in the main room and doubling-up with both activities will be tricky. It is a long-standing booking.

The Thursday that week (16th) is fine and it should be possible for [REDACTED] to come in after the training has finished (although unlikely to be until 5pm -sh) on the Tuesday and Wednesday for a shorter session. Appreciate it might not be worth it for that short amount of time. It might also be possible for him to do whole day sessions on some of the other days if that is practical for him?

What do you think?



On 11 Nov 2019, at 14:25, [REDACTED] > wrote:

Hi [REDACTED]

Thanks for the update - that sounds like great news and is very helpful indeed- thank you!

I'll wait for your confirmation.

All best wishes,

[REDACTED]

On 11 Nov 2019, at 14:04, [REDACTED] > wrote:

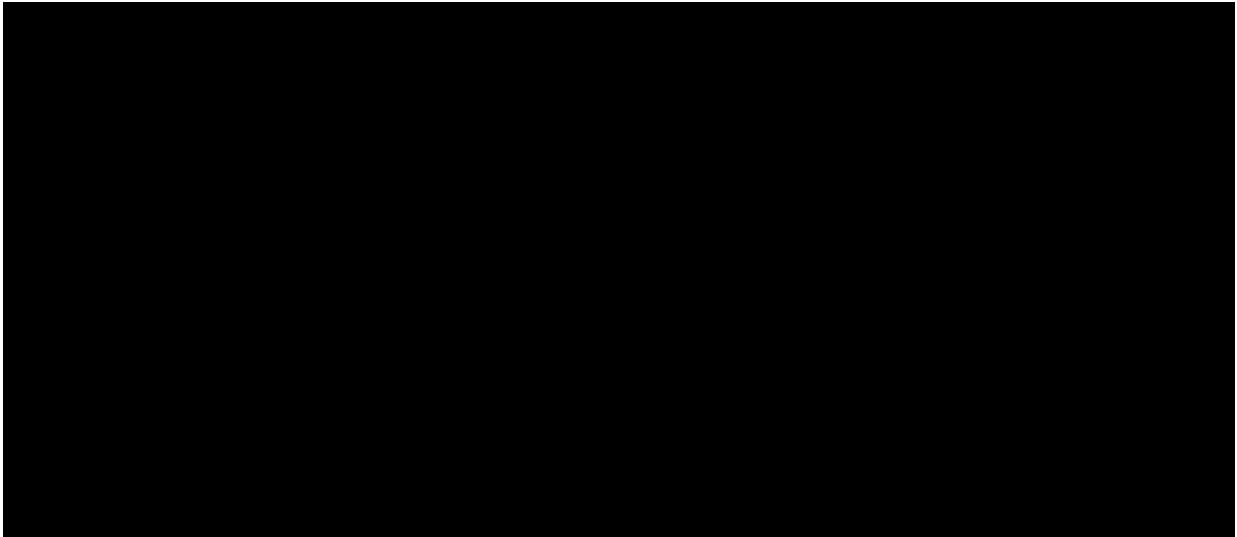
Hi [REDACTED]

Sorry it has taken me a while to get back to you.

At its last meeting the Steering Group agreed to do some thinking about the future use and priorities for use of the Wellbeing space at The Wilson but are happy to agree to those who have asked already and who have short-term needs to use the space. That includes [REDACTED] using the space in January next year.

I need to do some juggling of dates and times to make sure we can accommodate all the requests so leave it with me for now - that said, I am pretty sure it will be OK and will work out.

I'll get back to you to confirm finally ASAP.



On 18 Oct 2019, at 13:27, [REDACTED] > wrote:

Dear [REDACTED],

It was good to meet you yesterday at Wilson Hospital and to have a look at the space. As you said I think we could work in the larger of the two rooms and store in the smaller.

I have attached a word doc telling your board a bit more about us and the project, who the designer is and when he might like to use the space.

I really hope that they are able to look positively on this application for free space- we're a small and local charity working on very limited budgets so this will be of enormous help to us.

Many thanks,

[REDACTED]

On 16 Oct 2019, at 19:24, [REDACTED] > wrote:

Great. See you tomorrow.

[REDACTED]

[REDACTED]

Sent from my Iphone

On 16 Oct 2019, at 18:27, [REDACTED] > wrote:

Hi [REDACTED]

That sounds great. I'll turn up at Wilson Hospital at 3:45pm.

Many thanks fore organising this!

[REDACTED]

[REDACTED]

On 15 Oct 2019, at 18:35, [REDACTED] > wrote:

Ah OK. That might be better. I am there this Thursday PM from about 3.30pm. A couple of other people are coming to have a look too but you can fall in with them if needed. How about you come around 3.45pm?

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Hi 

Thanks so much for the prompt reply. I'd love to come over and have a look around and a chat. I'm around the area on Thursday afternoon as well if that's more convenient?

All best wishes,

On 15 Oct 2019, at 18:16, [REDACTED] wrote:

Hi

Thanks for your email. No promises but definitely worth exploring the possibility. First step would be for you to come and have a look and explain what you think is needed so I can have a better idea and discuss with colleagues.

If it needs to be a Friday, I am afraid I can't do the next 2 but could do Friday 1 November in the morning if that works for you? Let me know.

Thanks

[REDACTED]

...y.

On 15 Oct 2019, at 11:16, [REDACTED] > wrote:

Dear [REDACTED],

My colleague [REDACTED] at [REDACTED] as told me about the Wilson Hospital and that you might have some space for local groups to use.

[REDACTED] is a local arts-based charity. We run theatre projects for young people and we manage the biggest youth theatre in Merton. [REDACTED]

We are working on three youth theatre productions for early next year and are looking for some free or affordable space for our designer to paint, make and build. They don't need a lot of space just enough to lay things out to cut and paint. I think they'd want to be there mostly in the daytime.

I thought I'd write to ask you whether the Wilson hospital might be able to accommodate us?

I am based at [REDACTED] school every Friday so could easily pop over to meet you and have a look around?

Many thanks and best wishes,

[REDACTED]

<WilsonHospletWCTT.docx>

< [REDACTED]

<WCTTHire Terms and ConditionsJan 20.pdf>