

Checklist for Conveners Applying to use a Hall for a High Wycombe & District U3A Interest Group

Conveners should consider the following before applying for funding from the HW U3A for a hall, (normally only when a group has outgrown a home unless there are circumstances when a hall is essential for a new group). Our U3A is self-funding with our only revenues coming from membership fees less the capitation fee paid to the Third Age Trust.

Interest Group Name		Convener Name			
Date	Location/Postcode				
Description of Activity					
Phone Contact Details for Hall Liaison					
Other Relevant Information if any					
	Item	Yes	No	N/A	Comment
1.	Is the hall in a convenient location for the group including for those with limited mobility or needing wheelchair access?				
2.	Are the members of the existing group prepared to move to the new location? <i>(Bear in mind the possibility of losing members if they don't want to move & thus incurring unnecessary costs).</i>				
3	Is there a regular bus service from High Wycombe to within easy walking distance of the hall?				
4.	Does the hall have enough seating for the likely size of the group?				
5.	Is there a kitchen? <ul style="list-style-type: none"> Are there clean facilities for preparing refreshments? Has the water heating system or kettle been electrically tested? 				
6.	Are there clean toilets and hand washing facilities?				
7.	Is there adequate parking?				
8.	Does the hall have a Health and Safety Certificate? <ul style="list-style-type: none"> Are there adequate and properly signed means of escape in an emergency? Is there a Fire Alarm? Is there a designated assembly point? Is there a First Aid Box and if so where is it located? 				
9.	Does the hall have a Public Liability Insurance Certificate?				
10.	Does the hall supply the appropriate technical equipment needed by the group? (e.g. projector, piano, loop system etc.) If applicable has it been electrically tested?				
11.	Is equipment being taken to the venue and if so, and where appropriate, has it been electrically tested?				
12.	What are the arrangements for collecting and dropping off keys for the hall?				
13.	What are the costs for the hire of the hall, (including whether a discount for block or long term bookings is available)?				
14.	Are there any extra costs involved? (e.g. for technical equipment, use of heating etc) If so what are the payment arrangements for this?				

Once all the above have been answered satisfactorily, the Convener may apply to the Committee for funding of the hall. When this has been approved, the Convener should liaise with the Treasurer who should receive all invoices for payment by the U3A, not by the Convener. Please use the reverse of this form if you need more space for your answers.

Date: 17 May 2018 (Due for Revision – May 2020)