

VENUE INFORMATION

To continue protecting our members we recommend venues offering mitigations against Covid19 infection. The guidelines at St Joseph's Hall (some of which are listed here) are comprehensive and could be followed elsewhere.

In general, while there is still a risk of infection from Covid19 and possible winter flu, we would advise:

- **Face coverings should be worn in all venues on entering and leaving and when moving around.**
- **If car-sharing please wear a face covering and keep the windows open.**
- **Ideally, do a lateral flow test twice a week, and certainly in the 24 hours before a face-to-face meeting.**

ST JOSEPH'S PARISH NEIGHBOURHOOD CENTRE

- Bookings are for a minimum of two hours and may then be booked in additional half-hour blocks.
- Bookings will only be considered confirmed when payment is received.
- Setting up and clearing up must be included in the booking time.

Cancellation

We know that circumstances can change unexpectedly, and you may need to change the details of your booking. We will try to accommodate changes where possible.

Individual booked sessions within a confirmed block may be moved or adjusted **ONLY** subject to availability and reasonable notice. Where this is not possible, the session will not be refunded.

Cancellation of a session which has been booked is possible only under exceptional circumstances (e.g., extreme weather conditions). In this case a credit will be applied to the next booked block.

If due to unforeseen circumstances we cancel your booking, we will try to find an alternative date that suits you. If we are unable to do so, we will refund the fee for that session. No further liability can be accepted.

User Responsibilities

- The person named on the booking form as the Responsible Person must always be **present in the Centre.**
- Keyholders **should not** attempt to enter the premises other than for their own booking, without **the knowledge and permission** of a committee member.
- Maintain good order and behaviour in and outside the Centre.
- Safeguard the welfare of all children, young people and vulnerable adults by protecting them from physical, sexual and emotional harm in all areas of the Centre at all times. All users working with children and/or vulnerable adults must conform to the requirements of the PVG legislation.
- Ensure suitable and adequate insurance is in place for the activities being undertaken.
- Report and pay for all breakages or damage.
- PAT certificates are essential for all electrical equipment used in the Centre.
- Adjust the hall heating using the wall **thermostat only**, to no higher than 20°, and return to 15° before leaving the premises. (In the Meeting Room adjust the radiators and

return to their original setting.)

Child and Vulnerable Adult Protection

- Group leaders must protect the welfare of all children, young people and vulnerable adults by safeguarding them from physical, sexual and emotional harm in all areas of the Centre at all times. Groups working with children and/or vulnerable adults must conform to the requirements of the PVG legislation and the venue's policy and requirements.

Health and Safety

- Share fire regulations with **all users** at the start of the session (see the poster in the Centre).
- Children are **not** permitted in the kitchen without adult supervision **at any time.**
- Smoking is **not** permitted within the Centre.
- The car park is used at the owner's own risk (the use of the car park may be restricted at times).

The submission of a Booking Form confirms acceptance of these conditions.

The Neighbourhood Centre is a not-for-profit enterprise which seeks to support the local community and the work of the Roman Catholic Church. It belongs to the Parish of St Joseph's Peebles. As such it cannot be let, hired or used for worship that is not Christian or for teaching or activities that are incompatible with the teaching of the Catholic Church. In determining such matters the decision of the Parish Priest, and in consultation with the C Committee, shall be final.

St Joseph's Parish Neighbourhood Centre does not accept responsibility for the loss of or damage to property belonging to the hirer or to people using the Centre or its facilities.

The Roman Catholic Archdiocese of St Andrews & Edinburgh is a charity registered in Scotland: No **SC008540**

Contact hcrosetta17@gmail.com

MacFARLANE HALL

has similar guidelines to St Joseph's Hall.

Contact the Church Administrator on 01721 723986

(Wednesday and Friday 9am to 12 noon or email admin@topcop.org.uk)

Main hall £10 per hour (minimum charge £30)

Small hall £4 per hour (minimum charge £12)

Kitchen £15

CARDRONA VILLAGE HALL

provide sanitiser at the door and for touch points and ask that users ensure touch points etc are sanitised before and after use. For ventilation they have two double doors at the rear which can be opened, and the hall has a high ceiling. The number that the hall can accommodate is dependent upon the distances you are happy with; it can comfortably fit more than 10 at two metres apart. Chairs and tables are available to use in the main cupboard.

Cost: £10 per hour

Contact info@cardrona-village.org

THE PARK HOTEL

When the weather is suitable there is plenty of outside space. For small groups, there is adequate space inside around tables, and some groups meet there successfully. You may need to ask the staff to open windows.

The Park is closed during the winter on Mondays and Tuesdays.

Cost: The price of coffee/tea

THE DRILL HALL

has good mitigations but is often fully booked.

Telephone 01721 720975

Cost: £6 an hour

EASTGATE THEATRE STUDIO

Cost £13 plus VAT per hour

Telephone 01721 725777

CROSS KEYS

The upper room is available again. Groups are asked to buy a drink/coffee downstairs. Availability long-term is unknown, as the Cross Keys is for sale, and the new owner may change the use of the upper room Telephone 01721 723467.

MASONIC HALL

Northgate. £40 a session.

Contact adamandisabelle@tiscali.co.uk

SCOUT HUT

Off Dean Park.

£12.50 an hour.

Contact scouttreasurer@btinternet.com

