### 4.0 Venues

#### Booking your venue

The group leader is responsible for choosing and booking the meeting venue and to ensure all invoices go direct to the U3A Treasurer for payment. Financing is not normally available for any group with less than 8 members.

A comprehensive list of venues currently used is available on Beacon and the Groups Co-ordinator can provide further information and advice.

The group leader must ensure that the venue meets the group’s requirements as fully as possible, e.g. room capacity, kitchen facilities, car parking, nearby bus routes, accessibility, or any special equipment such as piano, projector and screen etc.

The booking should cover all the time required including time needed for setting up and clearing away and any additional costs such as use of the kitchen etc. Worcester u3a will not normally finance costs of setting up rooms or the hire of equipment. If there is a need for additional equipment, Groups Leaders should contact our Technical Adviser.

When making a booking with a venue the Venue Booking Template (see 4.1) should be completed and returned to the Group Coordinator and the Treasurer.

The details of the u3a Treasurer should be provided to the venue for invoices to be paid. If in any doubt about the level of charges involved check with the Treasurer or Groups Co-ordinator.

The Groups Co-ordinator will ask you for details, including cost, of your venue booking if the Template is not completed. Please ensure any changes to your booking during the year are notified to the Groups Co-ordinator and Treasurer.

Should a meeting need to be cancelled for whatever reason please ensure the venue, Treasurer and Groups Co-ordinator are notified in good time so that any unnecessary charges can be avoided.

Do not forget to inform all group members of any cancellations or changes to meeting arrangements. This can most easily be done using the email facility on Beacon.

Room hire costs are rising and group leaders should do their best to ensure the venues they use offer good value for money. If not, alternative venues should be sought.

#### Using private residences

If your group is small, consider meeting in the home of the leader or another group member, possibly taking it in turns to host a meeting. Advantages: you will not need to book a venue nor arrange for payment etc. All members attending the meeting will be covered by u3a insurance. Remember to ensure the host member is reimbursed for any costs incurred such as for refreshments etc.