



Huddersfield Mission

**Meeting, events and activities
at Huddersfield Mission**



**Information for people
using the Mission Building**

Introduction.

Thank you for choosing the Huddersfield Mission to be your venue. We hope that everything runs smoothly. To help this to happen this guide gives some basic information about using your rooms and the Mission building, and how we can help you further. We have also included some information about health and safety, and legal issues that might be relevant.

If you need any further information or help, please just ask at the reception.

Need refreshments?

Our café is open from 9:00am to 2:00pm Monday to Friday, we serve a range of low cost meals, including our Meal of the Day.

About Huddersfield Mission

As well as providing rooms Huddersfield Mission is also a well-established social support centre in Huddersfield. We have considerable experience in working with people who are experiencing a life crisis or have multiple and complex needs. We provide support based on a relationship of trust and also provide activities to build self-esteem and confidence. Each month we support about 130 different people. You can learn more about our work by following us on social media

Website www.huddersfieldmission.org.uk

Facebook www.facebook.com/huddersfieldmission

Twitter @huddsmision

Using your room

1. Room set up

Our staff will set up the room prior to your arrival according to the instructions we have received. Please ask at reception if you require any further equipment. We can provide flipcharts, pens, and projection equipment on request.

Please do not attempt to move the partition walls in the main hall.

2. Rubbish

Please put any rubbish in the bins provided at the end of your booking. We are happy to provide additional bags if required.

We reserve the right to charge an additional fee if rooms require significant cleaning after a booking.

3. Sound and Vision Equipment

We can provide a range of sound and vision equipment throughout our building. We will set up our equipment before your event, but please note we are unable to provide a full technical service, so you should ensure that you have appropriate technical support.

4. Staffing

You are required to ensure that you have enough staff, including volunteers to safely manage your event, including in an emergency.

5. Storage

We are not normally able to store items that do not belong to the Mission.

6. Wi-Fi

We endeavour to provide Wi-Fi throughout the building but we cannot guarantee this service. The password for our Wi-Fi can be obtained from reception.

7. IT Suite / IT support

We welcome hirers for our IT suite. Our laptops are all equipped with Microsoft Office and internet access. Whilst we have IT support this is not a 24/7 or immediate service. We will endeavour to provide technical support where there are faults but users should ensure they have the sufficient technical knowledge to use the equipment provided.

Users are NOT entitled to download additional software without prior permission.

8. Booking Cancellation

We need two weeks notice of cancellation of booking. Bookings cancelled with less than two weeks notice will be charged in full.

9. Photocopying

We offer a colour and black & white photocopying service

- Black and white photocopies 5p per A4 side
- Colour photocopies 10p per A4 side

Using the Mission Building

1. Permitted Use of the Mission Building

The Mission building is owned by Huddersfield Mission with the following covenants

- a. Alcohol is not allowed to be consumed on the premises
- b. The Mission Building is a registered place of worship and we endeavour to make our chapel available to all, whenever the building is open. People of all faiths and none are welcome to use the Mission building, however public worship in the building must be Christian worship.
- c. Only small raffles may be held within the Mission where the sum expended on prizes does not exceed £50, and none of the prizes may be cash prizes, and the raffle must not be 'a substantial inducement' for persons to attend the event. No other forms of gambling are permitted within the Mission Building.

We will consider requests for room bookings by political parties and organisations on a case by case basis.

Additionally, we reserve the right to refuse any booking that in our opinion is contrary to the objectives of the Charity or could adversely affect the reputation of the Charity.

2. Food and Drink

As we are a registered food business, we do not normally allow the cooking or reheating of food within our kitchens.

We are happy for you to order catering or refreshments from our café, or to use external caterers if agreed beforehand. We can also provide boilers and crockery.

3. Fire Procedures

Huddersfield Mission has conducted its own Fire Risk Assessment. The maximum number of people in the public parts of the building is 400.

Whenever the Mission building is used by an organisation that is NOT a key holder then a member of the Mission staff must be on site. This person will act as the Senior Fire Marshall in the event of a fire. The fire procedures will be explained to event leaders when they arrive at the Mission. Organisers of larger events may be required to provide their own fire marshal(s) in addition to the Mission member of staff.

Details of the fire procedure and escape routes are detailed in every meeting room.

Unless otherwise agreed with us, you are required to maintain a register of event attendees for use in an emergency.

Unless otherwise agreed with us, please do not use candles or any equipment that has a naked flame.

Huddersfield Mission is a fully accessible building, and there are five refuge space for wheelchair users or individual with limited mobility on the 1st and 2nd floor. Please discuss with us if you expect to have more than five people on the 1st or 2nd floor with limited mobility or who are wheelchair users.

4. Electrical Equipment

All our electrical equipment is PAT tested on a regular basis in line with our PAT risk assessment. Any electrical equipment brought into the Mission Building must have had a recent PAT test or still be within warranty.

5. **First Aid / Accidents**

Due to the wide range of events that happen at the Mission, we are not able to provide first aid cover for your event.

You should carry out your own risk assessment as to the extent of first aid provision required for your event. This will be based on the numbers attending and the nature of the activities. Provision may range from a simple first aid box to a number of trained first aiders. We can of course provide access to a telephone in the case of emergency – please ask at reception.

If there is a first aid incident or emergency please ensure that this is recorded in the first aid book in reception.

6. **Health and safety - general**

Health and safety is a shared responsibility. Please help us by ensuring that your event is safe.

- Do not block exits
- Avoid trip hazards – check you room(s) before your meeting starts
- Do not take unnecessary risks

7. **Security**

The Mission building is a busy venue with over 1000 users every week. Whilst we have premises staff and a security system including CCTV cameras we cannot take responsibility for hirer's property or the personal effects of users.

8. Parking.

Car parking is available at the front of the Mission and there are a number of public car parks within easy reach of the Mission. The nearest car parks are Euro Carparks Lord Street and Kingsgate shopping centre.

There is a loading bay directly outside of the Mission for deliveries.

Please note the Mission car park is only for use by staff and volunteers of the Mission.

9. Animals

Except for guide dogs, animals are not normally allowed in the premises.



**Huddersfield
Mission**

**Meal Deal Vouchers
Now Available**

The Huddersfield Mission is now providing meal deal vouchers, which can be redeemed at The Mission Café, from Monday to Friday, 9:00am to 1:45pm.

**These can be bought at the price of:
£3.50 per individual voucher**

OR

**at a discounted price of
£30 for 10 vouchers**

The voucher holder will be given a lunch, pudding and drink in the Mission Café. Free advice and support is also available.

Legal Issues

1. Safeguarding of Children, Young People and Vulnerable Adults

We have a separate policy relating to safeguarding issues.

- All room hirers will be asked if their work within the Mission is with children, young people or vulnerable adults. If so, all formal organisations and repeat users will be required to provide a copy of their own Safeguarding Policy.
- Room Hirers who are not constituted and who wish to use the Mission on a one off basis, may at the discretion of the Safe Guarding Officer be allowed to use the building if they agree to abide by all relevant parts of the Mission Safeguarding Policy.

2. Music Licences

The Mission holds both PRS (Performing Rights Society) and PPL (Phonographic Performance Ltd) licences. PPL and PRS for music are two separate collective management organisations (CMOs). **PPL** collects and distributes money on behalf of performers and record companies for the use of their recorded music. **PRS for Music** collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics. Our PRS and PPL covers all music (live and recorded) in the Mission building.

However hirers using music for commercial purposes may still need to have their own PRS / PPL licence and are responsible for ensuring that that have the required licence.

3. Video Licence

The Mission holds a Church Video Licence (CVL) allowing the Mission to show authorised films during all Mission activities. However this licence does NOT extend to Mission users. If you wish to show copyrighted video, including clips then you may need your own video licence.

4. Entertainment Licences

All entertainment events are classed as work activities and therefore are subject to the Health and Safety at Work Act and the various regulations passed under it. In addition licensing legislation may also apply and you may require a Temporary Event Notice from the local licensing authority. An event organiser has a duty to ensure that any premises, means of access and egress and any plant, equipment and substances are safe and without risks to the health of any employees, volunteers or visitors. A common duty of care also arises under the Occupiers' Liability Act 1957 to ensure that visitors will be reasonably safe in carrying out the activities for which they were invited, or permitted to be, at the event. Please remember that the Health and Safety Executive (HSE) now regards persons who make use of volunteers as employers and volunteers as employees. The same level of training, information and protection must be provided to both employees and volunteers.

As the manager of the Mission Building, Huddersfield Mission is committed to ensuring as far as reasonably practical that the building is safe to use, however it is the event organiser who is responsible for the event.

Note: responsibility for fire evacuation is shared between the event organiser and the Mission – see Fire procedures.

5. Insurance – public liability insurance

The Huddersfield Mission is insured with Methodist Insurance with public liability cover of £5M. However constituted organisations must have their own insurance. Large one off events should also discuss with us the potential need for event insurance.

If you are employing outside contractors at your event you must should check with the contractor that they hold adequate Public and Employers' Liability insurance with an indemnity limit not less than your own insurance. A copy of the attraction provider's policy should be obtained.

6. Insurance – building

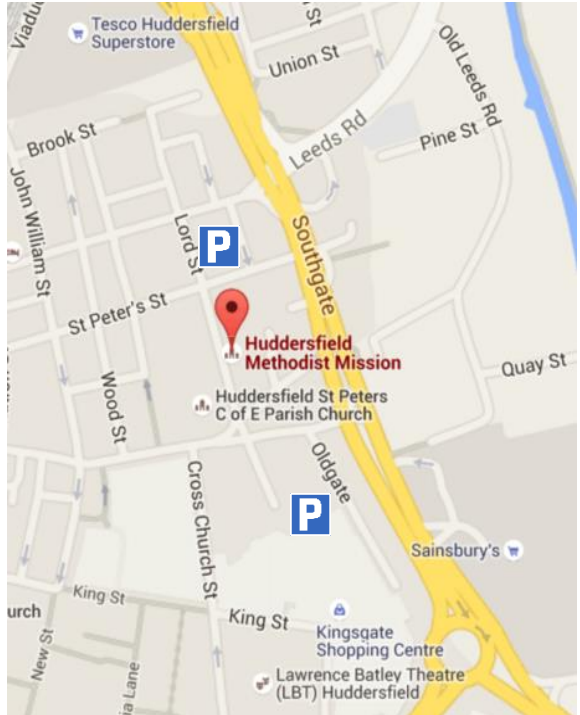
The Mission building, fittings and fixtures are covered by the Mission insurance. However our insurers reserve the right to recoup costs directly from hirers. You may wish to consider your own insurance.

Huddersfield Mission is Charitable Incorporated Organisation No. 1156590, run by a Board of Trustees. We are funded by a mixture of earned income, grants and donations. Please ask for further information.

How to find us

Huddersfield Mission
3-13 Lord Street
Huddersfield
HD1 1QA

We are just a few minutes walk from the railways station. There are bus stops for a wide range of routes directly outside the Mission and on Kirkgate including the free town centre bus.



Contact details

01484 421461

info@huddersfieldmission.org.uk

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