



New Mills and District U3A

Group Leaders' Pack

SECTION 2 - Room Booking and Payments

Room Bookings

- 1) Prior to any booking the Group Leader must obtain committee approval.
- 2) Advance booking may be made directly by the Group Leader or on their behalf by committee. The Group Leader should make clear that this is a U3A activity and payment will be made by the U3A Treasurer. Preferably the hall authority should tender an official invoice.
- 3) The Group Leader should inform the Treasurer of all booking commitments and any subsequent cancellations.
- 4) A £1 contribution to the U3A is collected from each member at each meeting - this contribution increases to £3 if a hired venue is used for 2 hour meetings (£2 for a one hour meeting). Groups may make their own arrangements for refreshments.
- 5) The Treasurer will maintain an income/expenditure account based on information supplied by the Group Leader. The existing Group Contributions form is suitable for this purpose.
- 6) Hired rooms need to be cancelled in advance when it is known that they will not be required. Otherwise the U3A will be charged for the room, which is a waste of money.

Payment of Leaders

- 1) Leaders who are members of the U3A cannot be paid. If a group cannot find a suitable volunteer tutor and are considering having a paid tutor, please seek committee approval, via the Groups Coordinator, before making any arrangements.
- 2) If tutors are employed from outside the organisation, who may not lead groups, their fees are to be covered by the group members. This means that the group must have sufficient attendees to support this cost on a regular basis
- 3) The tutor's own insurance cover must be verified each year. Additionally, they must supply their HMRC self-assessment number and National Insurance number to the treasurer (for our records only).
- 4) Tutors are paid by the treasurer on submission of invoices. They should not be paid directly from cash taken at the group meeting.



Note: Contact details have been removed for purposes of the website.

New Mills and District U3A Group Leaders' Pack Section 2 - Venues for Meetings

VENUE		SIZE	CAPACITY
St George's Parish Hall	New Mills	Large	120-150 with seated rows 90-100 with tables
NM Town Hall	New Mills	Library lecture room	35
NM Town Hall	New Mills	Large	200/150 seated
NM Town Hall	New Mills	Council chamber	30
Volunteer Centre	New Mills	1 large room, can be split into 2 + 2 smaller	Large room (40 no tables, 35 with) Room 1 (20) Room 2 (15) Board room (12)
Art Theatre	New Mills	Main theatre	Up to 500
New Mills Golf Club	New Mills	Open plan area, can be screened, also side area. And separate side room.	40 in open area 20 in side area
Chalkers Snooker Club	Newtown	Function room	120 seated for dancing, 50 seated at tables
Leisure Centre	New Mills	Lounge sports hall	Lounge 50 Sports hall 500
Thornsett Band Room	Thornsett	Large hall	Seated 60-80
Ring O'Bells	Disley	2 medium rooms	Up to 20 each
Providence URC	New Mills	1 large room	100-120 seated
Disley Community Centre	Disley	1 room	40
Spring Bank Arts Centre	New Mills	1 large room 1 small room	16 in small room 100 seated in large room
Footsteps	Whaley Bridge	2 rooms	15 in each room
Holy Trinity Church	Whaley Bridge	Several	
Whaley Bridge Uniting Church	Whaley Bridge	Large room	
Mechanics Institute	Whaley Bridge	Large hall 2 small rooms	
Low Leighton Methodist Church Hall	New Mills	1 large room and 1 small room	Seated 100 in large room, 20 in small room