

Derwenthorpe Residents' Association

Guidance to Planning your Event/Activity

Before you even start planning your event/activity, you should be able to answer the following questions ~

1. Why are you holding the event/activity, what's the objective and what are you hoping to achieve?
2. Who is it aimed at?
3. Where will you hold your event/activity, and when? Depending on where you hold it, you will need to book the SSC or get permission from JRHT if it's going to be held outside on Derwenthorpe land. Don't forget if you book the SSC there will be a cost involved so remember to include it in your budget.
4. What is your budget? How many people need to attend to make it viable? Will you need any funding from the DRA? If so, don't leave it to the last minute ~ the core team only meet once a month.
5. How are you going to advertise your event/activity? Mail drop, website, Facebook, email, posters? Don't forget to include printing costs in your budget.
6. Who is responsible for managing the event/activity, including doing a risk assessment (if applicable)?
7. Do you have enough volunteers to help?
8. What are the tasks (pre-event/activity, on the day and post event/activity) and who is going to do them, and by when?

Once you have answers to all these questions, you're ready to go!

If you intend using the SSC, then please note the following ~

- The rooms available for hiring are the large meeting room on the first floor, which can hold a maximum of 60; and the small meeting room on the ground floor, which can hold a maximum of 20.
- Booking a room in the SSC includes use of the first floor kitchen facilities.
- To book a room and to find the booking fees, contact the Customer Services Team on 01904 735032 or 0800 5870211. You will be asked to complete and return a booking form, which includes the terms and conditions of hiring.

If you intend using any of the outside space on Derwenthorpe, then please note following ~

- This cannot be booked for private use, but can accommodate specific events/activities.
- To organise an event/activity using the outside space on Derwenthorpe, contact JRHT Customer Services Team on 01904 735032 or 0800 5870211, or the Derwenthorpe Manager on 07973 979192.
- If you are planning an outdoor event/activity, you will not be able to access the SSC toilets, so must make other arrangements.

The following apply to all events/activity, wherever they are held ~

- Food and alcohol can be supplied, but cannot be sold separately.
- If you are supplying food, then you must follow the DRA advice on this regarding allergies and intolerance.

If your event/activity is anywhere other than in the SSC, to qualify for cover under the DRA's public liability insurance, you must complete ~

- the risk assessment form

and return it to the DRA secretary, c/o 7 Lotherington Avenue at least four weeks before the date of your planned event/activity.

