

The Merse

General Information



Safeguarding: It is the job of everyone to protect our children and vulnerable adults. W&BCI's Safeguarding Policy Statement is displayed in the main and small halls, the details of which are carefully implemented. It is essential that your group, if it is made up of children or vulnerable adults, has a carefully worked and implemented Safeguarding policy. If you require advice, please contact the Safeguarding Co-ordinator: Gillian Hamnett info@themerse.com

Smoke-Free Policy: Please read carefully the linked document and ensure that your group complies with this legislation for the duration of your occupancy of the premises and their grounds (this includes smoking and vape). Failure to implement this policy in full will result in a possible fine and an automatic withdrawal of your let.

Fire Safety Procedures: When booking the hall all individuals, organisations or groups running events must take responsibility for and be proficient in the following:

1. Conduct a 'walk through' to check all escape routes are clear of obstructions at the start of each let.
2. Be able to contact the fire service – have ready access to a mobile phone.
3. Be competent in the use of fire extinguishers if it is safe to tackle the fire.
4. Be familiar with all fire exit doors (clearly marked by standard signage).
5. Inform all group members of fire procedures and the emergency evacuation plan (laminated card with wording should be read out). This should be done at least once per term for regular groups and on every occasion for one off events.
6. Be competent with proper fire drill evacuation of the premises and location of Fire Assembly Point.

Regular users should also:

- Keep a register of all attendees
- Regular user-groups should conduct one fire drill per year (please record, in fire record book, the date, time taken to evacuate, and signature of leader).

Indemnity: The event organiser will be responsible for any loss, damage or claim made resulting from this let. The event organiser should check whether their group has appropriate insurance cover and, if not, should make the necessary arrangements. Under certain conditions W&BCI may consent to allow a let to an “uninsured” group. Before doing so, however, we will carefully assess the risks involved and may also wish to consult our Insurance Company for further advice.

Accident/Illness: A first aid kit is placed in the kitchen. It is the let user’s responsibility to complete an accident/incident record (this is available in venue) and, if appropriate or of a serious nature, to report also to the W&BCI. (Details of the date, nature of the incident and steps taken, including a statement of any First Aid items used will be required)

Cancellation: Please note that if your event is cancelled for any reason, it is essential that you notify The Merse, 48 hours prior to the start of your booking. If you cancel your booking within 48 hours you will be charged 50% of the full booking fee.

Cancellation of full day or block bookings must be received by The Merse with five working days notice. Cancellation within five working days will incur a charge of 50% of the full booking fee.