



Woodcraft Folk
Education for Social Change

**YOUTH IS
NOT WASTED
ON
THE YOUNG**

Venue Checklist

A good group night venue can really assist in helping a group to become established.

When finding a suitable group night venue there are a number of issues to consider, including access, budget, safety, size, flexibility....

The following questions have been designed to help you to explore which venue is right for you:

Access

- Is there safe drop off and pick up for children?
- Is the venue available when you want it?
- Is the venue physically accessible? Does it have accessible toilets?
- Is there parking for volunteers?
- Is the entrance lockable & well-lit?
- Does the venue have good transport links?
- What is the catchment area like?
- Will potential members be willing to travel to the venue?
- Does the venue appeal to children and young people? Or does it put them off?
- Do people have to open up specifically for you?
- Can you have longer opening hours?

Budget

- What is the hire cost? Is this affordable? – Venue hire and group core costs should be covered by the income from children's subscriptions (20 children x £2 = £40 per session)
- Can the venue support you with reduced rental costs? Or can rental costs be negotiated until the group is established?
- What are the terms of payment: weekly/monthly/termly, in advance or arrears?

Safety

- Is the venue used by members of the public?
- What are the insurance arrangements for the site?
- Is the venue well maintained?
- What equipment is left in the venue? Does this pose a risk to children?

Size

- What is the capacity of the venue?
- Is the venue big enough for group games?
- Can you have access to more than one space?
- Is there space to run more than one group on the same night?

Flexibility

- Which other groups use the venue? & will any other groups regularly be using the venue on the day/time you have chosen? If so, what facilities will be shared e.g. toilets?

Other questions

- Are there other youth groups that meet in the area on the same night?
- Are there any restrictions on the types of activities?
- Is there access to a safe space for indoor and outdoor play?
- Is there access to storage on site?
- Is there space for loading and unloading of play equipment?
- What are the arrangements for locking up? Can you have a key?
- How often will the venue be unavailable because of one off events? (Schools are often not available for Christmas plays, parents evenings etc.)
- How supportive to your group do the venue management committee seem?
- Does the venue have a kitchen?

Members also thought it would be helpful to list the types of venues used by existing Woodcraft Folk groups, which included:

- Adventure playgrounds
- Church halls
- City farms
- Classrooms
- Community centres
- Co-op buildings
- Forests & woodlands
- Friends' Meeting Houses
- Houses
- Parks
- Sailing clubs
- School halls
- Scout huts
- Sports halls
- Sports pavilions

If you need any further advice or access to funding please contact info@woodcraft.org.uk for more information.

