Membership pack 2020



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#### **WELCOME TO MERSEYSIDE PLAY ACTION COUNCIL**

Dear Friends

The MPAC Board of Trustees has recently undertaken a review of the organisation and the resources and services that we offer to our members.

**We now wish to increase our membership base and enable a wider range of community groups to access our resources and services. The MPAC Board of Trustees have decided that for a limited period we will reduce our Annual Membership Fee from £50 to £30. We feel this represents very good value for money.**

Your £30 Fee will give you access to all of MPAC’s Audio/Visual & Play Equipment, as well as access to the MPAC scrapstore, which carries a constantly changing range of Re-cycled Materials. You will also be able to take advantage of our Art/Crafts workshops and have access to Sizzex and Ellison machines, together with a wide range of die-cutters, for your card-making and arts and crafts projects.

Also, within the MPAC fully accessible building, we can provide cheap printing facilities, arts workshop and meeting room hire. MPAC also have members of staff who can give you advice and information on a wide range of issues and also offer help with your fundraising and training issues

Once you have paid your membership fee of £30, you will be sent a Membership Card.

***SO DON’T DELAY, JOIN TODAY TO TAKE FULL ADVANTAGE OF THIS SPECIAL OFFER***

1. **Who can be a member?**

Membership of MPAC is open to all Voluntary agencies (Play, youth and community groups) principally people who work in a positive with children and young people, we will also consider memberships for larger groups more details below, the other groups don’t have voting rights. We are now also able to offer membership to individuals.

Which one are you?

* **Student membership (per person not transferable) £5**

Secures access to arts and crafts and recycling departments.

* **Artist membership (per person not transferable) £15**

Secures access to arts and crafts and recycling departments. This membership can be upgraded more details on application.

* **Play, Youth & Community voluntary organisations membership £30**

The membership for people who work directly with children and young people in a voluntary sector setting these can also be sports and leisure groups, you will have access to all of the above and also in addition:

* Loan equipment (subject to deposit and insurances)
* MPAC’s play development staff
* **Schools, Universities, Museums & Major Arts groups membership £50**

This secures use of all MPAC’s loan equipment and recycling services

***All memberships are for the period April to March and will be renewable annually!***

1. **MPAC’S HISTORY**

MPAC’s aim is to benefit children and young people in an area of deep-seated social and economic need primarily through support for play schemes and play workers and the youth and community sector.

MPAC has been the Voluntary sector’s play development agency for Liverpool since 1973, providing services, training, facilities and equipment for its member organisations that make up Liverpool’s play sector, as well as for its affiliate members.

**LOCATION**

MPAC is close to the O2 Academy of London Road. The Art and crafts shop entrance being located in Bridport Street, hopefully the map below will provide a further aid in finding us.



1. **OPENING HOURS**

|  |  |  |
| --- | --- | --- |
|  | **AM** | **PM** |
| **Monday** | **9.30** | **4.30** |
| **Tuesday** | **9.30** | **4.30** |
| **Wednesday** | **9.30** | **4.30** |
| **Thursday** | **9.30** | **4.30** |
| **Friday** | **9.30** | **4.30** |
| **Saturday** | **Closed all day** | |
| **Sunday** | **Closed all day** | |

Please note that we are closed weekends and all bank holidays.

1. **PARKING**

Car parking is available at independent car parks close to the MPAC building. There are also pay and display parking bays.

Orders can be placed by phone or e-mail and made available for collection on request.

Please note that parking in front of the shop stairs or other fire exits is strictly prohibited.

1. **PAYMENT**

We accept cheques with a bank card and also accept cash and we are also able to accept debit and credit cards. It may be possible for larger organisations to set up payment on invoice.

1. **NO SMOKING**

MPAC is a no smoking building. There are no areas designated as suitable for smoking. Please stay clear of doorways if you have to smoke whilst in or near MPAC.

1. **CONTACT DETAILS**

**Shop/Scrap Store** 0151 707 2090

**E-mail** [ian.johnson@merseyplay.com](mailto:ian.johnson@merseyplay.com)

**Full Postal Address**: Merseyside Play Action Council

1-27 Bridport Street

Liverpool

L3 5QF

**Mobile Arts And Crafts** 0151 708 0468

**Shop** [ian.johnson@merseyplay.com](mailto:ian.johnson@merseyplay.com)

**Full Postal Address**:Merseyside Play Action Council

1-27 Bridport Street

Liverpool

L3 5QF

**Tel No**. Admin Office 0151 708 0468

Resources Dept 0151 707 2090

**E-mail** [info@merseyplay.com](mailto:info@merseyplay.com)

**Charity No**. 1049263

**Company No**. 2925303

1. **INTERNET**

MPAC does have a web site [www.merseyplay.com](http://www.merseyplay.com) which gives details of all our equipment.

We have an online shop too [www.mpacarts.co.uk](http://www.mpacarts.co.uk) that is available to everyone.

We have a Facebook Shop <https://www.facebook.com/MPAC-Arts-and-Crafts-Shop-354466288447826/>

We also have an online shop. <https://www.mpacarts.co.uk/>

1. **SHOP AND SCRAP STORE**

The arts and craft shop is open to all at the times specified above. Our re-cycled material ‘Scrap store’ is only open to members and not available to the public. This has been put in place to enable a safeguard for organisations with very little capital or resources to benefit from our dedicated re-cycling systems.

1. **Insurance**

There are three types or insurance appropriate:

**Employer’s Liability:** This is a legal requirement if employ people. The definition of an employee is anybody you have on your premises who is assisting you in your work. It may be on a part-time basis, a full-time employee, and students on work experience courses, a self-employed sub-contractor, and a person working on a trial basis to see if they are suitable and even voluntary workers. They are all technically being employed by you, because they are under your instruction and working on your premises. You will therefore need Employers Liability Insurance to cover employees against accidents and injuries to themselves whilst working.

The policy itself covers you for claims made against you if an employee is killed, injured or contracts an illness or disease whilst working for you in connection with your business. It also covers you for the claimant’s cost and expenses plus the cost of your legal representation at a Coroner’s Enquiry, and in any Court proceedings made against you by an employee. You will also be covered for costs and expenses incurred in the defence of a prosecution relating to the welfare of employees under the Health and Safety at Work Act 1974. This is now extended to cover the Education (work Experience) Act 1973.

Some examples of the types of claims, which could arise, are employees working at height, for instance painting a mural on a wall. They may slip and have an accident. An employee using a piece of machinery may sever a limb, a finger or a hand. Another common incident that arises is the inhalation of fumes. Over a period of time this could lead to illness and possibly death. Potters use silica in their work and this is easily inhaled during the working day, over a long period this could affect a person’s health.

If you have your own paid employees (as opposed to LEA ones or Volunteers), you must take out employer’s liability.

**Public Liability:** is a grey area. Most organisations seem to be unclear about such responsibilities. You may decide to take a calculated risk but you should be wary of so doing in today’s increasingly litigious climate. It is worth considering getting Public Liability cover as part of a combined insurance package. This could also include Product Liability, protecting you against the effects of, say, an electrical installation blowing up or injury to a member of the public from a pointed bit of a sculpture.

The policy will pay for all amounts that your organization is legally obligated to pay due to negligence which results in personal injury and/or property damage to others.

“Every citizen, institution or body of people is under an obligation by law to regulate life and activity in such a way as to avoid causing harm to other persons or their property. If he fails in lawful duty to others, the injured party is entitled compensation in form of damages”.

Equipment Theft and Damage: You must be able to cover loss or damage of our equipment.

General insurance for property that may be stolen or accidentally damaged, you should take out this type of insurance cover for MPAC equipment, many of out items cost over several hundred pounds to replace.

**Public Liability Insurance:** It is essential that all members have the above insurance and it is a ‘membership requirement’ for the hire of out equipment. (Please refer to the detailed conditions at the end of this pack.)

1. **EQUIPMENT HIRE AND LOAN**

As an MPAC member, your organisation is able to book out and hire equipment for children’s play and fun/play days free of charge subject to the terms and conditions enclosed in this pack.

Allocation is made by the resources department in line with their guidelines and policy manifesto. During school holidays and breaks, MPAC supported play schemes received priority and when all of these requests are booked, then subject to availability Equipment affiliations can book out equipment.

Please note that most items available to loan are for short periods and can be restricted in the numbers of items allowed.

Without exception, all items booked out to loans must be covered by adequate insurance for loss or damage. A copy of your Public Liability Insurance is required for out records.

It is the responsibility of the organisation hiring the equipment to arrange to pick-up and return all of the items. As stipulated in the terms and conditions, continuous monitoring in the use of MPAC equipment is required and should be part of your health and safety procedures.

Included in this pack are detailed instructions in the use of equipment, please adhere to them.

We can not stress just how important it is that equipment is returned on the date and time agreed. If the return date and time is abused your group could be fined, if the abuse continues then we would look to remove your groups right to loan equipment from MPAC.

We would want to see all loan equipment returned by 10.30 to MPAC with no exceptions.

1. **CONDITIONS OF USE**

Use of equipment and services supplied by Merseyside Play Action Council (MPAC) is subject to the following conditions and your organisation agrees to accept these conditions and will abide by these terms either as sole person designated responsible as indicated on behalf of the named organisation.

1. Only affiliated members who are up to date with their fees and have returned the membership contract signed are eligible to use MPAC equipment, materials and services.
2. A maintenance fee will be asked per hire minimum of £5.
3. All equipment and materials must be covered by appropriate and adequate insurance for public use (public liability insurance). Details of cover may be required before items are released.
4. The signatory accept either singularly or on behalf of the names organisation responsibility for any loss or damage to the equipment.
5. Your organisation must be conversant with the proper and safe of the equipment including and unpacking, setting-up and repackaging of the named equipment. You will maintain that only fully trained people in the use of the said equipment will be monitoring its use.
6. Only the named organisation will have the use of equipment, materials and services supplied by MPAC, and not passed on to any other persons or bodies.
7. MPAC do not operate a delivery service, it is the organisations responsibility for pickups and returns. All items required for a loan will be according to date and time agreed when booking and deviation from this timetable must be brought to the resources department attention.
8. We cannot stress just how important it is that equipment is returned on the date and time agreed. If the return date and time is abused your group could be fined, if the abuse continues then we would look to remove your groups right to loan equipment from MPAC. We would want to see all loan equipment returned by 10.30 to MPAC with no exceptions.
9. Your organisation when loaning equipment and having inspected the equipment and found it to be in good working order agrees, on behalf of the undersigned group/organisation, that MPAC shall not be held liable for any damage or injury, however caused to property or persons by the said equipment.
10. Failure to abide by or deviate from any of the above terms and conditions could lead to membership being withdrawn and the loss of additional services.
11. All items collected from the ‘scrap store’ can only be used for organisation activities and not for personal gain. ‘Scrap store’ items must not be re-sold.

|  |  |  |  |
| --- | --- | --- | --- |
| mpac **MERSEYSIDE PLAY ACTION COUNCIL** | | | |
| Membership application form and renewal | | | |
| **Membership No.** |  | | |
| **Name of organisation** |  | | |
| **Name of contact person** |  | | |
| **Contact address** |  | | |
| **Postcode** |  | | |
| **Telephone number** |  | | |
| **Fax** |  | | |
| **E-mail** |  | | |
| **Please give a brief summary of your aims objectives** |  | | |
| **Please give a brief description of your activities** |  | | |
| **Please estimate how many children you work with or have contact with on a monthly basis** |  | | |
| **I/we have read and agree to be bound by the terms and conditions of membership and enclose please tick box** | | | |
| **Membership fee How would you describe your group?**  Community group £30 Student £5  School university Large org £50 Artists £15  **(for more information see who can be a member at the front of this pack)** | | | |
| **Print name and position** | | | |
| **Signed Date** | | | |
| **DECLARATION** | | | |
|  | | **YES** | **NO** |
| **We/ I have trained or experienced people to unpack, set-up and monitor the hire items including packing away** | |  |  |
| **We/ I have PUBLIC LIABILITY INSURANCE cover for the use of any of MPAC equipment.** | |  |  |
| **We/ I will take responsibility for the collection and the return off ALL EQUIPMENT** | |  |  |
| **We/I have read and agree to bound by the terms and conditions as above and take full responsibility personally or on behalf of.** | | | |
| **Group:** | | | |
| **Name:**  **Position:** | | | |
| **We/I will undertake to reimburse the full replacement cost of the said equipment or to compensate (subject to MPACs agreement on a compensation offer) MPAC for any loss damage to the said equipment whist it is in our care.** | | | |
| **Signed:**  **Date:** | | | |
| Copy of the method of payment will be photocopied below and given as way of receipt. | | | |