



CLUBS NIGHT | CLUB LEADERS NEEDED

At Left Bank Leeds we are on a mission to create new opportunities for the people of Leeds to get together. We have a huge, flexible venue and would absolutely love to see it crammed full of people taking part in activities that they are passionate about, every month.

We just need you to bring your club, or to start a new one.

We will zone the space so you will have your own area to host your book club, board-gaming club, photography club, cake club (or anything else you have in mind) on the second Wednesday of each month, 6-10pm.

Our values are: creativity, connection, wellbeing, friendship, positivity and supporting fair-trade. These guide the way we work with our clients, partners, within our communities and with each other. If your club shares our values, we'd love to hear from you.

There is no venue hire fee but we do have an application process. We'll be looking at a variety of criteria including who else has applied (we'll only have 1 book club for example) and how well they sit within our existing programme of events.

APPLICATION DEADLINE:

Please complete an application form and return it to linda@leftbankleeds.org.uk as soon as possible. Clubs night will start on Wednesday 10 January 2018.

GOOD LUCK!



As a Club Leader we would expect you to:

- Be our main point of contact and respond promptly
- Be the main point of contact with your club members and available to answer questions from people interested in your club
- Organise the necessary resources for your club to run (Left Bank Leeds can provide tables and chairs)
- Help with the set-up and clear-down of your club area within Left Bank Leeds
- Attend all club meetings or arrange suitable cover if unable to attend
- Keep a record of who has attended each session and share that information with Left Bank Leeds
- If you would like to use the Left Bank Leeds logo on any promotional material this will need to be approved by our Marketing Manager
- Provide a risk assessment of activities
- Ensure all members are over 18 years of age

You can expect us to:

- Promote the overall Clubs Night event via a quarterly printed flyer, website and social media
- Offer advice on setting up a new club if needed
- Share occasional social media posts that we are tagged in about your club's activity
- Provide staff to manage the building and run the bar when the event is on
- Respond promptly to any questions and queries
- Provide Risk Assessment Templates



CLUBS NIGHT APPLICATION FORM

CLUB LEADER CONTACT DETAILS

NAME: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

IF APPLICABLE PLEASE PROVIDE CONTACT DETAILS FOR A CO-LEADER

NAME: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

ABOUT THE CLUB

CLUB TITLE: _____

TIME YOUR CLUB WILL MEET: _____

IS YOUR CLUB OPEN TO ALL? _____

WILL YOU CHARGE A FEE FOR ANY MATERIALS?

WOULD ATTENDEES NEED TO RSVP BEFORE ATTENDING?

DO YOU HAVE ANY ASSOCIATED SOCIAL MEDIA ACCOUNTS?



PLEASE PROVIDE A SHORT DESCRIPTION OF THE CLUB

PLEASE PROVIDE A HIGH RES IMAGE SUITABLE TO PROMOTE YOUR CLUB:

[Please attach to your email]

PLEASE PROVIDE THE NAME AND EMAIL ADDRESS OF THE CLUB LEADER TO BE USED ON MARKETING MATERIAL (IF DIFFERENT TO THE INFORMATION SUPPLIED ABOVE)? _____

PLEASE TELL US HOW MANY MEMBERS/ATTENDEES YOU ALREADY HAVE OR WOULD EXPECT TO JOIN? _____

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WITH US?

Please return this form to linda@leftbankleeds.org.uk We'll review your application and let you know shortly if we're able to accommodate your club.

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