

# The Hub

## Information Sheet

### Staff Benefits

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## What is The Hub?

The Hub can be used by staff and external customers to promote the health and wellbeing of staff. This is a great opportunity for you to promote your business within our large workforce or to deliver key messages for your service.

The Hub can be used for: Selling products and or services, drop-in sessions, advice/information sessions.

## Booking The Hub

The Hub is available to book Monday to Thursday 9am-4pm. Please complete the booking form online. We advise booking at least three months in advance to avoid disappointment.

Booking procedures/charges vary depending on your type of stall:

### Internal Departments

- Use of The Hub for Internal Departments is free of charge.

### Retail Stalls

(The definition of a retail stall is a partner/company who are on-site to physically sell goods/products to make profit.)

- Retail stalls will be charged a fee of £35 per day for use of The Hub.

### Non-Retail Stalls

(The definition of a non-retail stall is a partner/company who are on-site to promote and raise awareness of their business/offer or discount.)

- Non-Retail stalls can use The Hub free of charge.

## Charity Stalls

(The definition of a charity stall is a stall that raises money for charity, with 100% of the money raised while in The Hub being donated to the chosen charity.) \*

- Charity Stalls can book The Hub for Fridays only.
- Charity stalls must book The Hub via the York and Scarborough Hospitals Charity by emailing [yhs-tr.Charity.Fundraising@nhs.net](mailto:yhs-tr.Charity.Fundraising@nhs.net)

\*Please note that a charity stall selling goods to make profit on behalf of a charity must donate 100% of the profits made to the chosen charity. Any stall who is selling goods with a “donation” of profits to charity will be seen as a Retail Stall and will be charged the fee above.

## Unions

- Please email the Staff Benefits Team to book - [yhs-tr.StaffBenefits@nhs.net](mailto:yhs-tr.StaffBenefits@nhs.net)

## Paying an Invoice

For charged bookings, we will provide an invoice upon confirmation of the booking. This must be paid prior to the booking. To pay for your booking, we offer the following options:

- Pay online (details on how to pay will be sent when we issue the invoice).
- Pay via the Cashiers office before collecting the keys from the Staff Shop - please take your invoice with you.

**Important:** Once paid you must email the Staff Benefits Team a copy of your receipt as proof of payment - [yhs-tr.StaffBenefits@nhs.net](mailto:yhs-tr.StaffBenefits@nhs.net)

## **Collecting/Returning the Keys**

The Keys are available to collect from the Staff Shop (slightly further down the corridor, to the right of Ellerbys entrance). Speak to a member of Staff Shop staff and fill in the sign out sheet. The keys then need to be returned to the Staff Shop and the sheet signed to confirm that you have returned them.

Bookings must be held within the Staff Shop opening hours to allow for collection/drop-off of the keys. Regretfully, we cannot offer key collection/drop-off outside of these hours under any circumstance.

The Staff Shop is open Monday-Thursday 09:00-16:00 and Friday 09:00-14:00.

## **Prohibited Goods**

Certain items will be prohibited from sale - they include second hand electrical items, knives and other sharp instruments, alcohol, tobacco and unsuitable literature. If you are unsure, please check with the Staff Benefits Team - [yhs-tr.StaffBenefits@nhs.net](mailto:yhs-tr.StaffBenefits@nhs.net)

## **Car Parking**

Parking is available in the multi-storey car park, where you obtain a ticket and pay on exit. Unfortunately, there is no concession available to users of The Hub.

There is a drop off/pick up area at the front of Main Reception, but maximum stay is 10 minutes.

## **Equipment Supplied**

4x chairs and 1x tables are supplied in The Hub for your use. The other table is only for use in the additional space (see below). Please only use the one that is supplied.

## **Cancellations**

Please inform the Staff Benefits Team as soon as possible if you need to cancel your booking - [yhs-tr.StaffBenefits@nhs.net](mailto:yhs-tr.StaffBenefits@nhs.net)

## **Alternative Space**

If the hub is fully booked on your requested day, we may be able to offer you an alternative space in Ellerbys. A table is provided in The Hub for your use and must be returned to The Hub before you leave.

## **Cleaning**

The Hub must be kept clean and tidy. Please remove all rubbish before leaving. If found unclean, please report to the Staff Benefits Team - [yhs-tr.StaffBenefits@nhs.net](mailto:yhs-tr.StaffBenefits@nhs.net)

## **Terms & Conditions of Use**

- Stalls must be manned for the entire duration of the booking. Under no circumstance should The Hub be open if unattended.
- Stalls must be kept within The Hub space. You must not extend your stall onto the space opposite or over the doorway to The Hub for health and safety reasons. Any trolleys/cages that you use to transport goods/stock must be stored at the back of The Hub
- Goods are to be displayed on the table provided. Under no circumstances can any tables be used from the restaurant.
- If tablecloths are used, they must be of a professional standard and in good condition.
- All new and second-hand goods must be of good quality (no jumble-like materials).
- No animals are allowed, except for guide/hearing dogs which must be kept within the specified area.
- Donation bins/collection tins are not allowed.
- Stall holders are NOT permitted to go into any other departments whilst on site.
- Posters or promotional material etc. must not be attached to the walls.
- Bookings must be held within the Staff Shop opening hours, 9am-4pm Monday-Thursday and 9am-2pm Fridays, to allow for collection/drop-off of the keys. Regrettably, we cannot offer key collection/drop-off outside of these hours under any circumstance.
- Once you have finished your booking, you must ensure that all furniture is returned to its usual place (4x chairs, 1x tables) before you leave.
- Do not leave any posters/marketing material behind. These will be removed and disposed of.

- Filming/photography – any filming/photography that involves our staff, visitors or patients requires permission. Please speak to the Staff Benefits Team before your booking if you intend to do the above (taking images/videos of your stall without our staff/patients/visitors in the shot does not require permission beforehand). Even if you have permissions in place we need to be informed that this is happening
- All electrical equipment that requires plugging into the sockets provided must have an up-to-date PAT test.

## Policies and Procedures

It is important that Hub users take personal responsibility for adhering with the hospitals' policies and procedures, specifically those relating to health and safety, fire, and security. Please ensure you check with a member of the Staff Benefits Team or catering staff on site if there is going to be a fire drill on the day of your visit.

- Continuous fire alarm in the restaurant area means that you must leave the building immediately via the nearest fire exit. Fire wardens will be on hand to guide you to the fire assembly point.
- If any accidents or incidents occur, please contact a member of staff in the restaurant or at the main reception desk of the hospital.