

Windmill Hill City Farm

Corporate Volunteer Guide



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Corporate Volunteering Events Guide



Introduction to the farm

History

Windmill Hill City Farm was formed in 1976 by a group of local residents determined to see a piece of inner-city wasteland put to more productive use, giving the local community the opportunity to experience farming in the heart of the city. Now, more than 40 years later, the farm remains a hidden oasis and community resource in south Bristol, sandwiched between an industrial estate, Victoria Park and East Street, Bedminster.

Local Community

We are proud that the farm is so special to so many local people. We work hard to make this space a vibrant, beautiful learning environment for all the schools, families and visitors we receive. Depending on the season, there is always a lot happening at the farm including regular local groups making use of the space, from toddlers, to students to elderly people. There are also workshops and events throughout the year, where people can come along to learn something new, meet friends or visit the gardens and animals.

Corporate Volunteering

We are passionate about supporting people to relax, learn and grow, keeping them coming back for more. We want to offer the best experience to our visitors, by providing a welcoming environment and our corporate volunteering programme supports us to be able to do this. These team building events are great fun, motivating and challenging. We also have opportunities available for companies and teams to build longer-term supportive relationships with the farm. We understand how corporate volunteering fits into a CSR strategy and we will support you throughout the project, from discussing your needs at the start, to reviewing project outcomes at the end.

Project Details

Type of tasks

The types of projects we offer include the following:

Site preparation – clearing and developing parts of the garden so that schools, families and people without gardens can get involved and learn more about nature and growing.

Developing garden infrastructure – helping to develop our composting area and creating raised beds. This will really help us to green up some of the concrete around the farmyard and make it a more attractive and welcoming environment for all our visitors.

Developing the ‘front of house’ – helping to put in trellis and raised beds around the farm entrance to create an awareness of farming and growing as soon as people come through the gate.

Expanding our indoor growing space - Putting up a new polytunnel so that we are able to run exciting growing and teaching projects throughout the year.

Helping with current projects - Our recently completed Orchard project benefitted hugely from the involvement of volunteers:



Volunteering days and dates

All projects can be tailored according to your needs and abilities and we are able to offer volunteering events on **Mondays, Wednesdays** or **Fridays**, all-year round on the farm. Please use the booking link below to specify which dates/days of the week you would ideally like.

Costs

As we are a small charity with limited budget and resources, we do ask that volunteering groups cover the costs of the materials they use in their activities (for example, fencing materials and garden equipment). The amount depends on the project, but our minimum costs equate to £40 per person, plus VAT. Please refer to terms and conditions of booking for further info and our cancellation and refund policy, below.

The cost includes hot beverages and some delicious pastries on arrival, supplied by our award-winning café – to get your day off to the best start. Please make sure you complete the Breakfast booking form, with details of which pastries and hot drinks you would like, once we've confirmed your event, providing at least 48 hours notice to the cafe.

Lunches are not included in the price. You are welcome to bring your own food and we can provide a designated area for your team to have their lunch. Alternatively, you can order lunch from our café in advance for your group – which you will need to pay for direct to the café. Vegan and vegetarian options are always available – please specify any special dietary requirements for catering in your booking form.

Group Size

We accept a maximum of 20 volunteers and a minimum of 5 volunteers per day – large numbers of volunteers will be split into smaller groups for the event day.

Booking – Terms and Conditions

To secure your booking, payment of full costs is required in advance of the event, to enable planning and purchasing of any materials and will include a non-refundable deposit of 10% of the overall cost.

Cancellation of Bookings and Refund Policy

If you need to cancel your volunteering event, we ask for as much notice as possible as your event may involve purchase of materials and additional staff. The following cancellation fees will apply in the event of a cancellation:

Cancellation notice of 14 days or more: No charge (except non-refundable deposit).

Cancellation with less than 7 days notice: 100% of booking fee – no refund.

Payment

Once we've received your online booking form, and discussed your requirements, we will provide you with an invoice for the cost of the event. If you use a Purchase Order system, please provide your PO number in your booking form.

Payment within 7 days of the date of invoice is required to confirm your booking. Payment should be made via BACs payment into the farm's Co-operative bank account (a/c no: 50231146; s/c: 08-90-02), putting your company name in the description.

To request a booking form: email: kelley.boulton@windmillhillcityfarm.org.uk

What to Expect on the Day



The day usually runs from 09.30 - 16.30, with regular breaks and a de-brief at the end. Although there is plenty of work to be done, we are a small site with lots of visitors and we need to be mindful of their needs.

What to bring

Please ensure you have suitable clothing (including waterproofs) and hardwearing shoes. We will provide hard-wearing gardening gloves, although you are welcome to bring your own.

Although most of your time may be spent outdoors, there are areas that are shared and indoors, which you may use, so we ask that you bring a mask with you to wear in those spaces, while covid-19 restrictions apply.

Refreshments and Catering

We have a popular on-site café, which is open to the public using the site and available to your team too. Your group will be provided with a hot drink and pastries from the café on arrival, which is included in the cost of your event. Please make sure you've indicated any special dietary requirements in the café booking form.

Your group are welcome to bring their own lunches or order them from the cafe in advance of your event.

Weather conditions

Please note that if it is raining, the volunteer day will still go ahead. These volunteer days are planned to fit in with other activities happening at the farm. Unfortunately, they cannot be easily arranged for another date. So please make sure your team are prepared for all- weathers and have appropriate clothing on the day.



Next Steps

Once we've received your booking form, we will contact you to discuss and finalise your requirements and the date of your event. We will then invoice you to make firm the booking.

If you have any questions prior to booking, please get in touch.

Information we need:

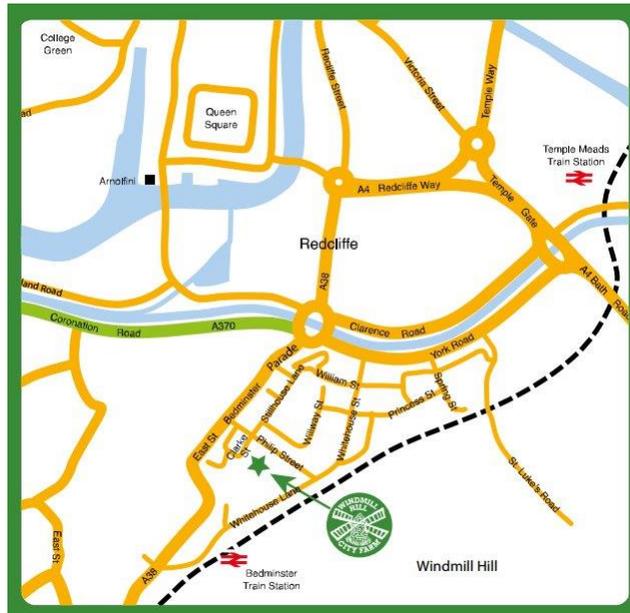
Please think about the following, before completing a booking form:

- Information about the type of project you are looking for
- How many people are in your team
- The volunteering dates you are looking for – **Monday, Wednesday or Friday**. If you can provide more than one date, that will be helpful.
- Please provide as much notice as possible as we are a busy, working farm – a minimum notice period of **one month** is required for planning purposes.

Where to find us

We are a five-minute walk from Asda on East Street, Bedminster. Bus numbers 75 and 76 frequently stop outside Asda. We encourage visitors to come by foot, cycle or public transport. If this is not possible, we encourage car sharing. We have no parking on site. There is a 20 minute drop off point. There is on street metered parking on Philip Street and an NCP on Dalby Avenue which is 5 minutes' walk to the farm.

Our address is: **Philip Street, Bedminster, Bristol, BS3 4EA**



Fundraising for your event

If you don't have a budget for team building or corporate volunteering, your team will need to think of some good ways to raise funds amongst your colleagues to enable you to participate in the project.

Some ways that teams have raised funds in the past have included cake sales, pub quizzes and competitions. Please note, we do require payment up front to secure a booking for a volunteering event – so do plan ahead!

Feedback

Once you have completed your volunteer day at the farm, we always welcome any feedback. This feedback helps us to understand any areas for improvement and get some insight into your personal experience. We will send you a link to complete a feedback survey, after the event. If you would like to share any photos with us of the day, we can share them on our social media.

Keeping in Touch

If you are happy to be put on our mailing list, we will keep you informed of developments at the farm and new challenges that become available. Please indicate in your booking form if you are happy for us to keep your contact details.

