

THE PAVILION Booking Form



NAME:

ORGANISATION/GROUP:

DATE OF BOOKING:

PO No:

POSTAL ADDRESS:

CONTACT TEL:

EMAIL:

TYPE OF EVENT:

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND?

PLEASE TICK ROOM REQUIRED AND STATE TIMES ROOM HIRE IS REQUIRED FOR BELOW:

Pavilion ☐ (£25.00 per hour) Minimum of 2 hours hire for the Pavilion

Football Pitch Hire ☐ - **please attach fixture sheet with this signed document and return**

TIMES REQUIRED:

From:

To:

DO YOU REQUIRE USE OF ANY EQUIPMENT – PLEASE TICK RELEVANT BOX(S):

Microphone ☐ Laptop ☐ Flip Chart ☐

☐ Hot Water URN (Cups & Saucers £18.50)

NOTE THE PAVILION OPERATES A NON-SMOKING POLICY THROUGHOUT THE BUILDING

PLEASE NOTE: Cancellations within 4 weeks will incur a 100% charge. Cancellations between 4 – 8 weeks will incur a 50% charge.

I have read the terms and conditions governing the use and hiring of the building with all equipment and hereby agree to be bound by such conditions. I also confirm that I have read the conditions and fire action plan on the reverse of this booking form and fully understand my duty as a temporary responsible person under the Fire Safety Order.

Applicants Signature:

Date:

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Please kindly return this completed form to - Exeter Hall, Kidlington Parish Council, Oxford Road, Kidlington, OX5 1AB - or email admin@kidlington-pc.gov.uk For any further enquiries please telephone 01865 372143

BOOKING CONDITIONS

CONDITIONS:

The Pavilion operates a non-smoking policy throughout the building.

Strictly no pyrotechnics, fireworks, candles or tea lights.

Any equipment brought into the building (e.g. laptops/data projectors) **must be PAT tested**

Booking forms are to be returned to the office together with full payment to confirm the booking.

Balance for bookings, are payable in advance, and should be paid when returning a completed booking form

All prices quoted are current and may be subject to alterations at six weeks' notice.

FIRE ACTION PLAN

For Hirers:

- Please note the person hiring the Pavilion will become a temporary responsible person under the Fire Safety Order 2006.
- A roll call should be taken by the person in charge of any group hiring and they should inform the Office. A register of people attending should be kept by the person responsible for the hire.
- The temporary responsible person should nominate a person to guide any disabled people attending the hire to safety. (See below).
- Hirers should not attempt First Aid/ Fire Fighting unless qualified to do so.
- Fire Assembly Point is located on the grass area by the Play Park where users should assemble on hearing the Fire Alarm

In the Event of Discovering a Fire:-

- Activate the fire alarm by breaking the glass of the fire alarm nearest to you
- Dial 999 and ask for the fire brigade after you are clear of immediate danger either from your mobile phone or
- Do not re-enter the building at any time.
- Contact the main reception at Exeter Hall on 01865 372143 (Monday – Friday)

For people with Disabilities:-

- Disabled people should be taken/directed to the nearest exit by the person they or their group leader have nominated to do this.
- In the event of a need to evacuate disabled people, the nominated person in should provide appropriate directions to the nearest fire exit and ensure the provision of necessary assistance. "Disabled people" include those with sight or hearing impediments, as well as impaired mobility, permanent or temporary.
- The following procedure will be adopted for wheelchair users: Wheelchair users will make their way to a signed fire exit with the assistance of the nominated person, the person in charge of the group will ensure that they will ensure that the person in charge of their group is informed of their whereabouts. Designated and suitably trained members of staff will evacuate wheelchair users to a final exit, with due attention to avoiding any obstruction to evacuation overall.
- People with a visual disability will usually require the assistance of one person who should be nominated at the start of the hire either by the visually impaired person or the person responsible for the hire. On level surfaces they should take the nominated person's arm and follow them.
- People with a hearing disability will require some means of being warned of an alarm. It is that person's responsibility to inform the person responsible for the hire that they may not here a fire alarm – then the responsible person can alert them if the alarm sounds.
- For people with physical disabilities: this can cover a wide range of abilities including people who have a permanent disability and use wheelchairs to those who have broken limbs or who are in an advanced state of pregnancy and would require assistance for stair descent. There are also those people who have hidden disabilities. It is important that those who have hidden or temporary disabilities inform the course/event organiser who can then nominate people to help them in the event of a fire.