

## 2024 - Rules for your booking at *The Pavilion*

Use of the premises and facilities are subject to the following rules and in the case of hirers to certain standard conditions specified in your hiring agreement.

We have a specialised sports flooring in The Pavilion, **STRICTLY NO HEELS ALLOWED**

### **NO SMOKING**

-There shall be no smoking anywhere on the premises, including toilets. The hirer has a responsibility to ensure that the law is complied with during the period of hire for all persons on the premises

### **Safety regulations**

-All groups are expected to arrange their own fire drills in order to familiarise themselves with evacuation procedures.

-The First Aid box is located in the Main Hall beside the kitchen

### **Heating/Ventilation Installations**

Fully automatic heating systems are installed. Controls must not be interfered with. Any malfunction must be reported to our Caretakers on 01865 372143

### **Loss of property**

Kidlington Parish Council cannot accept responsibility for damage to or loss or theft of, hirer's property and effects.

### **Car Parking**

Vehicles shall not be parked so as to cause obstruction at the entrance to, or exits from the Hall. Please use the car park provided located next to Exeter Close Park or we have an overflow car park located at Exeter Hall. Please ask before your booking takes place if you're unsure of the location

### **Breakages/Damage**

All breakages/damage to fittings, fixtures and equipment must be reported promptly

We request the hall and areas used be swept, mopped and clear of litter after use and left tidy ready for the next user. This equipment will be available and stored in the foyer area each time. Please return after use.

*Thank you*

Any emergency with regards to the hall during your booking please call 01865 372143