



## Pavilion Hirer Information

### **Before you Start:**

- Have you read the General Terms and Conditions of Hire? These are important! They can be found on the 'Book Our Pavilion' page on our website, [www.speldhurstparishcouncil.gov.uk](http://www.speldhurstparishcouncil.gov.uk).
- Keys: These are available from the lockbox outside the Speldhurst Parish Council office door, on the left, next to the green post box. The outer cover of the lockbox can be opened manually. You will be given the code at your handover meeting. There are 3 keys in total:  
Main double doors (navy blue)  
Lobby doors (orange)  
Kitchen (light blue)
- Alarm Code: You will also have been given a Hirers' alarm code when you had your handover and will be shown where the alarm is, how to enter the code when you enter the building, and when you lock up at the end of your hire period.
- There is a small drinks fridge available for use in the kitchen, but no freezer.
- A kettle and mugs are available: please bring your own tea/coffee/milk etc.
- Plates and cutlery are available, but no glasses. Please provide your own.
- If it is cold weather, you may want to arrive early or pop in an hour or so before your hire time to switch on the heaters.
- If you need the outside lights on beyond 11:30pm, please speak to Speldhurst Parish Council (SPC).

### **At the start:**

- Fire Exits  
3 fire exits: main double doors, lobby doors to the side of them and end of corridor past changing room. Keep them unlocked, kept clear, but doors not propped open.  
Lobby and corridor must be kept clear. The Main double doors and the Lobby doors are the only doors that need unlocking – the door at the end of the corridor can only be opened from the inside anyway.
- Fire Alarm Points  
By every exit door, and just inside corridor to changing rooms.

- Fire Fighting Equipment  
 Fire Blanket (kitchen/fat fires, and burning clothing): wall to left inside kitchen  
 Fire Extinguisher: by internal lobby door  
 [Fire Extinguisher: by disabled toilet – to be installed]
- What to do in an emergency  
 Notice in lobby with information for 999 call
- First Aid kit  
 On wall to left inside kitchen, behind door into kitchen.
- Accident Book  
 On wall to left inside kitchen
- Lights  
 Main hall lights by internal lobby door  
 Fairy lights at sockets on walls to left and right of main double doors  
 Kitchen lights inside kitchen door  
 Toilet lights come on automatically  
 (There is emergency lighting in the toilets and kitchen that stays on or comes on independently)  
 Outside lights are on a timer
- Heating  
 Ceiling heaters are switched on and off at the wall by internal door to lobby. PLEASE DO NOT LEAVE THESE HEATERS ON FOR LONG PERIODS OF TIME.  
 Wall radiators: ensure switch at wall is ON, and switch on back of radiator is ON. Press the power button once – lights will come on. Use the up and down arrow buttons to adjust temperature: 19 degrees is the recommended setting. Then press “OK”. Switch them off by pressing the power button once the room has warmed up as they seem to stay on regardless of ambient temperature!
- Bins  
 A bin is provided in the kitchen, and in the main hall by the door to the kitchen.
- Cleaning  
 The cleaning cupboard is at the back left of the hall near the disabled toilet. You should find all you need here – please let us know if not. Toilet rolls are also kept here.
- Kitchen equipment  
 Hirers may use the drinks fridge, kettle, cooker, dishwasher, keep warm oven shelves (glass front) and baking oven. Please DO NOT TOUCH THE COFFEE MACHINE or anything on the shelves above. The storage room off the kitchen is off limits, as it is used by the Sports Association and the Pavilion Cafe.

Dishwasher – power on button, and we strongly recommend the “Quick” button wash for 30 minutes, or you could be there for 3 hours while the wash cycle finishes.

Baking oven: set temperature dial and set timer dial. The oven will sound an alarm when the time is up. Note – this is a very fast and efficient oven, keep an eye on what’s inside!

**While you are here:**

- Health and Safety  
If the Pavilion is being hired for a large function, please point out fire exits to your guests, and tell them where the assembly point is (on grass between nursery playground and car park).
- Points to remember
  - no smoking
  - no smoke machines
  - no naked flames (birthday candles only under close adult supervision)
  - be considerate of the neighbours
  - be aware there is public access here, and ensure the safety of any children and vulnerable persons
  - the Pavilion public liability insurance does NOT cover the use of inflatables/soft play/own equipment
  - Number for assistance – this will be provided at your handover meeting.

**At the end:**

- Rubbish  
Please take bin bags to the wooden enclosure on the far side of the village hall car park to the left of the recycling facilities: there is a commercial size wheelie bin in the enclosure to place rubbish in – please make sure you place your rubbish (general waste and separately recycling) into the correct bins which are labelled clearly. Failure to do so could result in the whole binload becoming contaminated and unserviceable. Any charges in this situation may be passed back on to the hirer.
- Cleaning  
It is the Hirer’s responsibility to ensure the facilities are left clean and tidy – this is a community facility and small children may be crawling on the floor the next time the Pavilion is in use: please leave it as you would wish to find it.
- Close fire exit doors  
Check the door at the end of the corridor is properly closed, but leave unlocked (there is no handle on the outside).
- Lights and Heating  
Please switch off all lights (including outside lights, if relevant) and heaters/radiators

- Furniture, decorations

If you have moved furniture or put up decorations, please return the facilities to the state they were in originally.

- Key return

Please place the keys back in the lockbox, attached to the wall to the left of the Parish Council Office entrance (at the right of the Village Hall building) using the keycode you were given.  
Please close the lockbox afterwards!

Thank you, we hope you enjoy your event at the Pavilion.