

Kingston Community Pavilion Conditions of use – User Information

The Kingston Community Pavilion Committee (KCPC) manages the running of the Pavilion on behalf of the Kingston Parish Council (KCP).

For all booking applications and any further information, contact Booking Secretary, Jenny Gayler (E: jenny.gayler@kingston-pc.org.uk) or visit the Kingston Pavilion website where requests for booking can be made. www.kingstonpavilion.org.uk

1. It is the responsibility of the User to ensure that all members of their group/party comply with the conditions laid out below; failure to do so may result in the event being terminated immediately and a ban on future use of the Pavilion. (The Pavilion is controlled by a premises licence under the Licensing Act 2003. Breach of conditions contained within the licence is an offence with a maximum penalty of £20,000 and/or 6 months imprisonment)

2. SITE VISIT

Only when the User has completed the online booking request and thereby agreed with all the conditions will the provisional booking be confirmed.

All Users may either attend a preliminary site visit or meet the Booking Secretary at the Pavilion 30 minutes prior to their booking when the conditions below will be explained by the Booking Secretary or deputy.

3. KEYS

The Booking Secretary will unlock and lock the premises before and after events. For regular meetings, keys may only be supplied to an Authorised Key Holder, subject to a cash deposit of £20, payable to the Booking Secretary. Further information will be given when submitting application.

Keys to the premises and areas within them remain the property of KPC and must not be passed on to other persons without authorisation by the Booking Secretary.

4. HEALTH & SAFETY

It is the responsibility of the User to ensure the safety of their members/guests using the Pavilion and grounds adjacent. It is the User's responsibility to familiarise themselves with the General Risk Assessment.

a. FIRE

The User will be briefed on the current Fire Risk Assessment, the evacuation plan and with the locations of extinguishers and exits.

When using the main community room, the emergency fire door must be unlocked and accessible. Other fire doors should remain closed.

Emergency exits must remain unobstructed at all times.

The main community room is designed for 25 persons seated or 35 standing. For larger events the User is advised to contact the Parish Hall.

b. FIRST AID & ACCIDENTS

The User must read the emergency / accident procedure.

The User will be shown the location of the First Aid box.

The User must ensure that all accidents are recorded in the Accident Book which is located in the kitchen. The Booking Secretary must be advised of all accidents.

c. GENERAL SAFETY

Any faults with toilets or plumbing must be notified to the Booking Secretary at the end of the period of use. All electrical equipment is PAT tested at regular intervals; no other electrical equipment may be used in the Pavilion without prior agreement with the Booking Secretary.

d. BBQ's

For fire safety reasons, BBQ's may not be used either in the Pavilion or on the veranda. The Kingston Parish Council must be approached for Open Spaces permission to use a BBQ on St Pancras Green.

e. EMERGENCIES

The User must follow the emergency/accident procedure. In the event of an emergency, after calling the Emergency Services, a member of the KCP Committee must be contacted. A list of contact telephone numbers is on the notice board in the Main Community Room.

5. PREMISES LICENCE

The granting of a licence for the Pavilion was given on condition of clear restrictions to minimise noise and annoyance to residents living close to the Pavilion. Users are particularly requested to respect these restrictions, listed under Noise, Car Parking, Alcohol & Smoking.

a. NOISE

All doors and windows must be kept closed at all times when the audio/visual equipment is in use, to maintain a 'noise seal'. (The Pavilion is air conditioned).

If it is desired that the doors are opened to the veranda, then any music/ sound must be turned OFF.

Music may only be played using the equipment provided; no other equipment, including discos or portable p.a. systems, is to be used at any time.

The User shall be responsible for ensuring that all their members/guests respect local residents and vacate the building in a quiet and orderly manner, especially after 11.00 p.m.

b. CAR PARKING

The Pavilion is in a residential area and all residents must have access to driveways at all times. Car parking space is minimal therefore Users are requested to minimise car use, encourage walking, cycling or car sharing. No cars should be parked on the grass under any circumstances, nor in Church Lane.

Car Users should approach via St. Pancras Green, not Church Lane which is a private road. Cars must be parked on the same side of the road as the houses on St Pancras Green with no staggered parking.

During the daytime a turning space for buses must be left at the junction of Church Lane and St. Pancras Green. Parked cars should not obstruct the bridleway beside the tennis courts.

The User is responsible for ensuring that noise is kept to a minimum when cars are arriving / leaving, especially after 11.00 p.m.

c. ALCOHOL

No sale of alcohol is permitted except by prior agreement with the Booking Secretary, and only when a TEN (Temporary Event Notice) from the Licensing Authorities is in force. Only 12 such licences are permitted per year for this venue. Each TEN will cost the User £21 Licence fee plus any administrative charges.

Alcohol may not be taken into the Pavilion for consumption except by prior agreement with the Booking Secretary.

No alcohol is to be stored in the Pavilion.

d. SMOKING

Smoking is not allowed anywhere inside or in the immediate vicinity of the Pavilion.

e. LIGHT POLLUTION

To keep light pollution to a minimum, during the evening, all users should draw the curtains, lower the kitchen blinds and turn off external lighting as soon as possible.

6. DAMAGE

Nothing of any kind shall be fixed, attached, added or alterations made to any part of the premises without the written permission of the KCPC.

The User will be held wholly responsible for any damage done to any part of the site, premises, fixtures, fittings or equipment during the time of their booking.

7. CLEANING

The User is responsible for ensuring that the premises are left in a clean and tidy condition at the end of each period of use, including the removal of all refuse and materials for recycling where possible. Users should bring their own tea towels and rubbish sacks. Extra toilet rolls are stored in the Utility Store.

Mops & buckets are labelled for separate use for toilets and kitchen. Users must adhere to this. KPC & KCPC cannot accept liability for loss or damage to any property of the User which is left at the Pavilion.

If the User fails to leave the premises in a clean and orderly state, the KPC shall be at liberty to make a charge for this work to be done. Special attention must be paid to the kitchen area.

8. SECURITY

All switchable lights must be turned off when leaving the premises and the doors locked and safety alarm set. Internal doors must be closed to ensure that automatic lights go off.

Members of KPC and KCPC shall have the right of entry to the premises at all times.

9. DOGS

No dogs are allowed in the Pavilion, except guide dogs.

10. LEGAL LIABILITIES

The User shall comply with all laws, byelaws, rules, regulations or other statutory requirements imposed by the Local Authority and other statutory bodies, including the requirements of Health and Safety, Fire, Children Acts, the care of Vulnerable Persons and Food Handling and Hygiene. KPC & KCPC shall not be liable for any claims arising from any death or of personal injury suffered by any person arising in any way from the User's negligence.

KPC & KCPC shall not be liable for any claims arising from any loss or damage to any property arising in any way from the User's negligence.

These Conditions will be reviewed regularly by the Kingston Community Pavilion Committee and changed if necessary.

I agree to the above Conditions

Signed:

Date :

Name, address and phone number of User/Group, Club, etc:

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Updated November 2016
Review date – November 2017