

Kingston Community Pavilion

Booking Procedure

All booking applications to be made to the Booking Secretary (Jerry Sinclair) via the Kingston Pavilion website: www.kingstonpavilion.org.uk

This procedure describes the role of the Booking Secretary or Deputy when a request for using the Pavilion is made.

It should be noted that during the Covid-19 pandemic there are some special conditions of hire & use if the Pavilion is permitted to open. These are available in a separate document and should be read in conjunction with this booking procedure. The following questions should be asked prior to agreement for use:

Questions to be asked:	Criteria for booking:
Where do you live?	Kingston Community Pavilion is available for hire with Kingston residents having priority for booking up until 6 weeks before the date of hire. Within 6 weeks of the date, booking is open to all. Anyone making a booking must be at least 18 years of age.
What is the booking for?	The Pavilion can be used for social, educational and community events and meetings. It can also be hired for commercial use.
How many people will be attending?	The building is designed for maximum numbers of 25 seated or 35 standing in the Main Community Room, and 8 in the Small Meeting Room. There can be some flexibility – discuss with the Pavilion Committee, however, numbers may be reduced under certain circumstances e.g. during the Covid-19 pandemic.
Is it for commercial use?	The Pavilion can be hired for commercial use, but the Hirer must have their own Public Liability Insurance and provide proof of such.

If the above criteria are met then the booking is appropriate. The following checks should then be made and appropriate advice given.

Which rooms and facilities are required?	Use of the kitchen is available for Main Community Room bookings. Bookings for the Small Meeting Room can have access to kitchen by agreement with Booking Secretary. Use of the kitchen might not be permitted during the Covid-19 pandemic.
Music/AV equipment?	TV and BluRay/DVD player can be used by arrangement
Will alcohol be served or sold?	No alcohol can be stored at the Pavilion other than during the event. If to be sold, a Temporary Event Notice must be obtained from the Licensing Office (Lewes District Council).
Smokers attending?	No smoking in the Pavilion, nor in the immediate vicinity outside.
Will many people arrive by car?	Parking should be kept to a minimum and cars should be parked on the house side of St Pancras Green.
Likely noise?	All windows and doors must be kept closed if AV equipment is in use. No portable PA systems or discos are permitted.
Are they planning to have a BBQ?	BBQs may not be placed either in the Pavilion or on the veranda. Application must be made to the Kingston Parish Council for an Open Space booking to hold a BBQ on St Pancras Green.

The User/Key Holder's** attention should be brought to the 'Conditions of Use – User Information' document which is available online. As well as the booking fee, Users will be required to pay a deposit of £50, which will be refunded if the Pavilion is left clean and tidy, with no damage. Cheques should be made payable to Kingston Parish Council.

The booking is now confirmed and will be entered into the Booking Diary and onto the KCP website. Keys are not handed out to casual users, therefore times for unlocking and locking up should be agreed with the User. A site visit can be arranged if required.

On the day of the event, the User will be met 30 minutes prior to the event to ensure that emergency procedures and health & safety issues are explained, and the location of cleaning equipment.

The User should be asked to ensure that the Signing In Book is filled in and that any accidents are recorded in the Accident Book.

The User should be asked to bring their own tea towels and remove their rubbish at the end of the event. Mops & buckets are labelled and colour-coded for separate use for toilets and kitchen. Users should be asked to adhere to this coding. Notice of colour coding is in the Utility Store with the equipment.

Users are asked to be considerate to local residents at night by drawing the curtains, lowering the kitchen blinds and turning off external lights as soon as possible.

After the event, note should be made of any damage, untidiness and any issues of noise or inappropriate car parking. If all is well, the £50 deposit should be refunded. Otherwise, it can be withheld until the cost of repairs or cleaning is known. A further charge to the User could then be made.

Before locking up, the User/Key Holder should check that fire doors are locked, that the disabled toilet door is properly closed, that all switchable lights are turned off, and that the intruder alarm is set.

If the User cancels the booking two weeks or less prior to the date booked, a fee equivalent to one hour's hire may be charged. Whether or not the fee is charged is at the discretion of the committee, depending on the circumstances necessitating the cancellation.

The event, if not part of a series, will be removed from the website.

This procedure will be reviewed regularly and may be changed as necessary.

*** For Community Groups meeting on a regular basis, the User or responsible person is deemed to be the person holding the key to the Pavilion, thus permitting participants to enter the Pavilion.*

During the COVID- 19 Epidemic please also refer to the following documents:

- Special Conditions of Hire - Winter 2021 (COVID- 19)
- Risk Assessment (COVID- 19)

Updated October 2021.

Review date – April 2022.