

# Kingston Community Pavilion Booking Policy

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

This Booking Policy sets out the conditions under which the KCPC will manage bookings for the various rooms within the Pavilion.

## 1. Bookings

All events must be booked through the Booking Secretary or deputy and will be recorded in the Bookings Diary and on the KCP website. [www.kingstonpavilion.org](http://www.kingstonpavilion.org) (E: [jenny.gayler@kingston-pc.org.uk](mailto:jenny.gayler@kingston-pc.org.uk))

As well as the booking fee, the User will be required to pay a deposit, currently £50, which will be refunded providing that the premises are left in a clean and tidy state after the booking, and keys are returned. Cheques should be made payable to Kingston Parish Council.

## 2. Users

Kingston Community Pavilion is available for hire with Kingston residents having priority for booking until 6 weeks prior to the date of hire. The User must be at least 18 years old.

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 attendees to enter the Pavilion.

## 3. Events

The Pavilion can be used for social, educational and community events and meetings. Specific instances must be discussed with the Booking Secretary.

Any event, which the User declares is open to the public, shall be open to all regardless of race, nationality, gender, marital status, sexual orientation, age, disability, religious beliefs or political allegiance.

The User shall not do nor permit anything which is illegal, immoral or of an objectionable nature, or which may cause annoyance or nuisance to any other occupant of the premises or any adjacent premises, or may render void or voidable the insurance of the premises or increase the premiums.

## 4. Booking Charges

For private functions, Kingston and POLO\* residents £9 per hour to a maximum of £45 per day.

For private functions for non-POLO residents and for commercial hire £15 per hour. Charges for community events and local clubs, which are open to everyone will be agreed on a case-by-case basis by the Booking Secretary & Pavilion Committee. Donations from all groups using the Pavilion would be welcome.

- POLO or Parishes Of the Lower Ouse residents are residents of Kingston, Swanborough, Iford, Northease, Rodmell, Southease & Piddinghoe.

## **5. Cancellation**

A fee equivalent to one hour's hire will be payable for cancellations made two weeks or less prior to the date of the booking.

## **6. Times for booking**

The Pavilion is licensed to be open from 8.00am to 12 midnight, Monday to Sunday, with regulated entertainment 10am to 10.30pm Sunday to Thursday, and 10am to 11pm Friday to Saturday.

The Pavilion is not available for booking on Christmas Day or Boxing Day.

## **7. Facilities within the Pavilion**

Various rooms and facilities can be booked through the Bookings Secretary.

Main Community Room, with kitchen facilities & AV equipment (designed for a max 25 persons seated or 35 persons standing)

Small meeting room (max 8 persons). Access to the kitchen is by prior arrangement with the Booking Secretary.

Changing rooms.

All rooms have access to the toilets. All areas have access to the Pavilion WiFi.

Further information and guidance can be found in the following documents:

Conditions of use – User Information

Booking Procedure

Booking Policy Updated October 2018

Review Date – October 2019