



## **Chesterton Pavilion: Information for event organisers**

### **Entry**

The pavilion has external and internal key safes for hirers to get into the facility without having to pick up keys from anywhere. The external key safe is on the side of the building located on the wall close to the public toilets. It is next to a downpipe and under a black rubber cover. You will have received the code to the key safes via an email from Hallmaster, our online booking system.

These keys will give you access to the roller shutter switch box, the roller shutter switch and patio doors that face out to the recreation ground.

When operating the roller shutter, you need to unlock the switch box first on the right side of the roller shutter as you look at it. The roller shutter is turnkey operated. Simply turn and hold the key corresponding with the up/down arrows to operate. Please ensure you always fully open the shutter and fully close it when locking up.

There is also an internal key safe which will give you access to the cupboards, kitchen, and automatic external door to the left as you look out to the recreation ground (the switch for the door is up on the door mechanism and the push button will then work). This key safe is on the left as you go through the door into the corridor to the toilets etc.

The internal key box is tricky to use, and you need to do the following to unlock and lock. At the bottom on the keypad is a small switch that you can push down to reset the keypad. Enter the code and pull down the switch at the top to release the door. To lock, you need to do the same thing whilst balancing the keys in there.

If you are using the pavilion for an outdoor event, please ensure the pavilion is secured if no one is in the building. We do not want to encourage break ins and thefts.

## Community room

The community room does have tables and chairs available to you to use but only for use within the pavilion. If they are not already in the room, they are stored in the cupboard to the left of the room. Please note, the cupboard in the left far corner is for the football club only. Please do not open this door to anyone. There are some outdoor tables and chairs that can be taken onto the patio but please return them to the pavilion after use.

## Kitchen

The kitchen can be used for drinks and to store food in the fridge (under counter). Please do not prepare food in the kitchen as it isn't a working kitchen. You will need to ensure that you bring your own milk, tea, coffee etc if you would like hot drinks. You will also need tea towels, washing up liquid, cloths etc should you need to wash up. There are plates available to use but once again, please be careful not to take them away from the pavilion. We are happy for you to use any cutlery but please return it to the kitchen after the event and wash up anything that has been used.

Hot water for tea and coffee can be sourced via the tap in the sink. There is a water heater that will dispense boiling water so please be careful when using this. To ensure the boiling water is available, you will need to access the heater under the sink near the internal service hatch, open the cupboard underneath the sink and you will see the boiler. Click the on/off button and wait 15 minutes. You will notice the temperature rise. Once your booking has finished, please remember to turn it off again.

We do expect the kitchen to be left in a tidy condition after the booking.

## In case of an emergency

Chesterton pavilion has its own fire alarm system however it is NOT connected to the emergency services. If a fire is detected, it is the responsibility of the hirer to contact the emergency services via 999 or 112 (non-emergency). The alarm will sound from the panel located in the main community room. Do not silence this until the emergency services arrive. If access by the emergency services is needed, there are 2 keys in either the internal key safe or the top kitchen drawer for the barrier and bollards from Church Street. These are strictly for emergency access only. Please ensure the keys are returned to the key safe after your booking.

In the event of a fire, please use your nearest exit and calmly make your way to the assembly point which is located next to the children's play area opposite the pavilion.

If you require immediate assistance within the pavilion for a not life-threatening emergency such as a water leak, please call the out of hours line that will speak to you about your request. That number is 03003 038389. They will be able to arrange for an Operative to attend the sign as soon as possible.

## Locking up

Please leave the pavilion as you have found it. That may include hoovering, washing up and sweeping floors. Please take all rubbish away with you or you may incur a further charge for the rubbish left. If you need to access cleaning equipment, it is in Changing Room 1, opposite the kitchen. The code lock for this room is C1289Z. In there is a cabinet with cleaning materials.

Our cleaning team will go in during the week and will report anything that is not as it should be. Also, if you have any issues, please do report them to [recreation@cambridge.gov.uk](mailto:recreation@cambridge.gov.uk).

Please lock up all the doors and return the keys to the key safe boxes. Most lights are on sensors but where they aren't please ensure lights are switched off. Please take any excess rubbish with you after your booking. Any rubbish left will incur a financial penalty on top of the booking cost.