



## Williton Pavilion

### **INFORMATION SHEET FOR HIRERS**

#### **Opening and Closing the Pavilion**

Access to the Pavilion is by an electronic key, referred to as a “FOB”. The FOB will be pre-programmed to include the date and period of hire. You will only be provided access to the rooms that are subject to the hire, you will be allowed access to the building up to 15 mins prior to the start time of the hire period.

Areas with restricted access: Main hall, ground floor meeting room, 1<sup>st</sup> floor meeting room, kitchen and changing rooms. Please ensure you clearly identify which areas you need access to when hiring the building.

On paying your hire fee, you will be issued with a FOB, to allow entry and if required, a second FOB/Disc to operate the alarm system.

#### **NOTE:**

There are emergency contact numbers posted on the main entrance door, to call outside office hours if you should experience any difficulty in gaining access.

#### **Opening the Pavilion**

##### **Brendon & Quantock Meeting Rooms, Main Hall & Kitchen via the Main Door.**

When arriving at the building, and if the building is already in use, you will need to place the FOB against the top reader on the right hand side of the main entrance door.

- **The main entrance door will unlock.**
- **The rooms that you have hired will unlock**

This is all you need to do, to gain entry.

If you are first to arrive, you will have been issued with an Alarm Disc, when entering the building, located on the left hand side of the entrance lobby, is the Alarm Control Unit. If the alarm system starts to pulse when entering, place the Alarm Disc over the area marked, **"TAG"** and the alarm pulse will turn off.

If the alarm sounds, then pass your Alarm Disc over the word **"TAG"** and the alarm will stop.

### Security Shutters

If you are first to arrive, you will need to raise the security shutters by pushing the up switch located within the entry lobby on the left hand side by the main door. This will raise the shutters within the Main Hall, Kitchen and Brendon Room.

### **NOTE:**

If you push the down switch when the shutters are already down, the system will take about 30 seconds to reset before you can raise them.

### **Closing the Pavilion**

#### **Brendon & Quantock Meeting Rooms, Main Hall & Kitchen via the Main Door.**

Departing, when others are still using the building. (This applies to those using the Meeting Rooms, Kitchen and Hall only, not those using the changing rooms)

When leaving the building, ensure you close the doors of those areas hired, if you are not last to leave, all you need do, is pass your FOB over the reader located within the entrance lobby by the Emergency Telephone. This will lock the areas that you have hired. You do not need to do anything else, other than depart and return your Fob and Alarm Disc to the Parish Office.

Departing, last to Leave. (This applies to the Meeting Rooms, Kitchen and Hall only, not those using the changing rooms)

Check to ensure that there are no other users still within the building, ensure that the,

- **Disabled toilet door is closed**
- **Officials changing room door is closed**
- **The doors are closed on those areas hired**

Pass your FOB over the reader located within the entrance lobby by the Emergency Telephone. This will lock those areas that you have hired.

Lower the security shutters, by pushing the down switch located within the entrance lobby, on the left hand side, as you come into the building.

Ensuring all your guests have left, pass your Alarm Disc over the area marked “TAG” on the Alarm Control Unit, located within the lobby. When the alarm starts to pulse, you have a set time to leave the building and shut the main entrance door. When outside the building, after the door has closed, pass your entry FOB over the lower reader and the door will lock.

**NOTE;**

The main entrance door closes electronically, you will have ample time to leave and the door shut when setting the alarm.

On completion of your hire period, please return your FOB(s) by dropping them through the letter box of the Parish Office in Killick Way.

Please do not leave the building open and unattended. If your event is subject to conditions associated with the building license, then the hirer must remain on site at all times during the period of hire.

Please ensure that any outside caterers, contractors or bar staff are aware of the period of hire as they will not be able to enter or leave outside the period of hire.

Guests are expected to vacate the premises within fifteen minutes of the end of the licensed period. Unless previously agreed with the charity, all persons should have vacated the building by Midnight. An extenuation maybe granted for New Year’s Eve. Failure to comply with these requirements may result in a forfeit of your deposit

**Changing Rooms No1, No2, Officials and Disabled via the External Doors.**

When hiring the changing rooms only, access will be by the external changing room doors. You will be issued with a key for each changing room hired.

The key will allow you to unlock and open the security shutter for that changing room. When unlocking the security shutter, you will automatically disarm the alarm system for that room.

When the security shutter is raised, you can unlock and lock the door without setting the alarm. You will not have access to the main building through the internal door. In the case of a fire, the internal door will unlock.

On leaving the changing room, lock the door and use the electronic key to drop the security shutter, this will set the alarm for that room.

**NOTE;**

If you turn the key to the up position when the shutters are in the up position, the system will take approximately 30 seconds to reset before you can turn the key to the down position to lower the shutters, the same applies if the shutters are in the down position and you turn the key to the down position instead of up.

## **Safety.**

In the event of a fire, the Pavilion should be evacuated in an orderly manner using the appropriate exits, and the fire brigade called by dialling 999. An emergency telephone is located within the entrance lobby

The exact location of the nearest fire exits and fire extinguishers must be noted before the Pavilion is occupied and the manner of opening the fire doors should be made known to your guests.

A plan showing the fire exits and main assembly point, is displayed on the Pavilion notice boards and is shown on the plan at the end of this document. In the event of a fire, when the alarm sounds, all internal fire exit doors will unlock and all shutters will rise.

On the first floor there is an Evacuation Sledge available in the Quantock meeting room to evacuate wheelchair users as the lift will be out of action. Should you be hiring the first floor meeting room and may have users with mobility issues attending, whereby they cannot use the stairs, you should make yourself aware of the location of the Evacuation Sledge and read the instructions on its use.

The Pavilions Health and Safety and Fire Risk files are kept in the information folder located in the foyer.

Please ensure that you return and stack all tables and chairs in the store room using the applicable trolleys and leaving them in a neat and tidy manner.

First aid boxes are available in the entrance foyer, Kitchen and in one Changing Room No 1. Details of all accidents, however minor, should be entered in the accident book located in the foyer, or if during outside events, reported to the booking clerk

## **Power Circuits and Heating**

The heating in the building is zoned with controls in each area. These are pre-set and should not be altered. Let the booking Clerk know if you require the building to be particularly warm or cold.

## **Kitchen**

Unless you specifically hire the kitchen, you will not have access to this area. Each meeting room has its own kitchenette and facilities to make hot drinks.

The charge for the kitchen includes the use of all or any of the following: cooker, dishwasher, (including washing agent); fridge, freezer, limited crockery & cutlery, serving dishes and cooking utensils.

- Cutlery and crockery is available for major events of up to 100 settings at an additional charge.
- Cutlery and crockery is not available for children's parties.
- All provisions are to be supplied by the hirer.

## WiFi

A free Wifi service is available throughout the Pavilion, please ask the booking clerk for details.

## Lobby telephone

There is an Emergency Telephone located within the entrance lobby, this can be used for emergency calls and contacting the Parish Office to leave messages or talk to the booking clerk. This is not available to outside teams that hire the changing rooms, they are advised to bring a fully charged mobile phone.

## Car Parking

Disabled car parking spaces are available in the car park adjacent to the building. There is also space for vehicles to unload, load and turn. The main public carpark in Killick Way is approx 70 mtrs from the entrance to the ground and has spaces for over 100 cars.

Parking in the access road to the Pavilion is strictly forbidden

## Consideration of Others

Please ask your guests to leave quietly after your event. Banging of car doors and loud talking are disturbing to local residents.

Please do not use drawing pins or adhesive tape of any kind on the walls or other surfaces, use Blue Tack to put up decorations or notices. Do not fix decorations near to light fittings or heaters.

Please leave the Pavilion clean and tidy. All rubbish created by the hirer must be removed from the premises at the end of each hiring session. In particular, we ask that all table tops are wiped clean before being stacked in the store room.

Within the Janitors cupboard at the far end of the main hall, there are brooms, mops, buckets, a vacuum cleaner and other cleaning items that you are welcome to use.

## Faults/Damage and Comments

Please report any faults or damage in the Incident Book located in the foyer or notify the booking clerk as soon as possible, so that they can be rectified quickly.

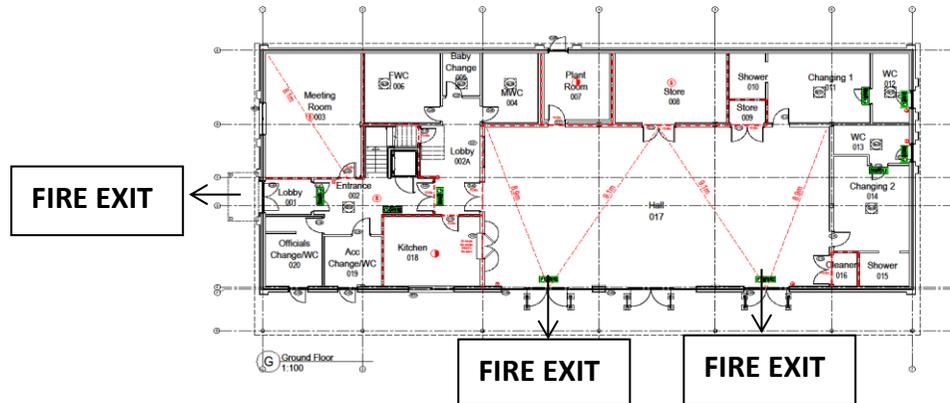
The charity would welcome your comments and observations that you may have about your hire of the Pavilion. User feedback forms are located in the foyer next to the information folder.

## Alcohol, Sale and Consumption.

The hirer must obtain the charity's approval to sell or consume alcohol on the premises. It will be the hirer's responsibility to obtain the necessary licenses prior to the event.

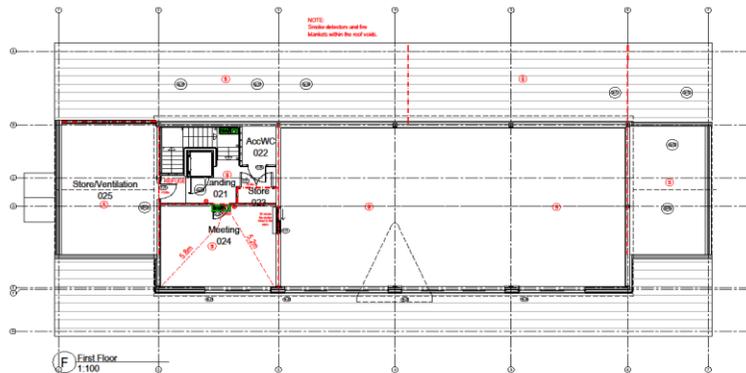
- **No 18th Birthday Parties are allowed.**
- **No open containers of alcohol are to be taken onto the ground or car park .**

# WILLITON PAVILION FIRE EXITS



**FIRE ASSEMBLY POINT**

**WAR MEMORIAL HARD STANDING**



**KEEP THE CAR PARK AND ACCESS  
LANE CLEAR FOR THE EMERGENCY  
SERVICES**

DOCUMENT: 2025/07/19 Item 3 Collet - Williton Pavilion Emergency Planning Design/07/19/2025/07/19 Item 3 Collet - 1/2019