

# Jubilee Pavilion User Guide



## History of Jubilee Pavilion

Jubilee Pavilion and Jubilee Fields are owned by Sway Parish Council. It is the home Sway Junior and Senior Football Clubs, Sway Cricket Club and Sway Tennis Club as well as housing the Sway Parish Council Office. The whole area consists of 4 acres and Sway's play-park is located here.

## Aims of this User guide

This guide is for individuals or organisations using or wishing to use the Pavilion. It has been designed so that those hiring the hall get the most from it by:

- Detailing the terms and conditions of use especially relating to the sale of alcohol child protection, fire protection and health and safety
- Explaining various operational matters
- Providing a range of background information which some users will need or find interesting.
- Offering an opportunity for feedback

## Policy Documents

This User Guide refers to policy documents which are posted on [www.sway-pc.gov.uk](http://www.sway-pc.gov.uk) and also available in hard copy or by email. These include:

- Schedule of charges
- Jubilee Pavilion Terms and Conditions of Use
- Jubilee Pavilion User Guide
- How to book

Images and up-to-date information is available on the Sway Parish council website [www.sway-pc.org.uk](http://www.sway-pc.org.uk)

## How to get to Jubilee Pavilion

Jubilee Pavilion is situated at the southern end of Station Road in Sway close to the junction with the B3055 which leads to New Milton and Brockenhurst. Sway mainline station with services to London Waterloo and Weymouth is approximately 5-10 minutes walk away. The Cango bus service also serves Sway Village. There is a cycle rack in the Pavilion car park.

## Parking

48 parking spaces including 3 disabled bays. Priority is given to Sway Jubilee Pavilion User Groups members but there is normally plenty of free parking.

## Outside

Areas of grass, patio, bench and cycle rack.

## **Sway Village**

Sway Village boasts a pub, restaurant, hotel sports ground and a church. There's also a pharmacy, sub -post office, newsagent, general stores, hairdressers, 2 estate agents, florist and a doctor surgery. The open forest can be directly reached from the village.

## **Public Telephone**

The nearest public telephone is in Station Road, opposite the Central Convenience Stores.

## **Fire Procedures**

The Hirer will receive instruction in the following matters:

- The action to be taken in event of fire – this includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there is no obvious fire hazard within the premises.
- The location of the defibrillator on the wall outside of the pavilion.

## **Procedure in case of accidents**

- The nearest hospital with an Accident and Emergency/Casualty Department is: Southampton General Hospital: 023 8077 7222.
- Lymington Hospital Ampress Park, Lymington has a minor injuries unit (not 24 hours). It **does not** have an Accident and Emergency/Casualty Department. Tel: 01590 663000
- The nearest doctor's surgery is: Sway Surgery, Station Road, Sway (behind the village notice board) Tel: 01590 682617
- The defibrillator is positioned is affixed to the wall close to the entrance of the Pavilion. Follow the instructions for use
- The First Aid Box is located in: Kitchen

The accident book/forms are kept with the first aid box and must be completed whenever an accident occurs.

The person responsible for completing RIDDOR forms and reporting accidents is:

- The Parish Clerk or Proper Officer

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes;

- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat -induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or
- biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

### **Wi-Fi**

Free Wi-Fi is available. Downloads and streaming is not allowed. If you require the use of the Wi-Fi please confirm this when booking and you will be given the relevant password.

### **Contact Numbers:**

1. Caretaker: 01590 682290 Mobile 07791 978324
2. Sway Parish Council main office: 01590 718116
3. Out of hours: 07789 004944

Website: [www.sway-pc.gov.uk](http://www.sway-pc.gov.uk)

### **Feedback**

Please email [info@sway-pc.gov.uk](mailto:info@sway-pc.gov.uk) with your feedback

## List of Fixtures and Fittings

### Foyer

- Entrance door
- Notice board
- Fire extinguisher
- 1 x High level Honeywell central heating thermostat
- Door to Ladies and Gents Toilets
- 2 x armchairs with blue upholstery
- 8 x coat hook on wooden battens
- 2 x fire bells
- 2 x electric smoke alarms
- 2 x radiators
- 1 x double power point
- Light switches for Pavilion Hall
- Door to kitchen
- Small lobby leading to
- **Disabled toilet with shower** and low height wash hand basin

### Kitchen

Everything must be returned to its pre-hire condition. Children are not allowed in the kitchen.

- Vinyl floor
- Double bowl single drainer sink unit with taps and cupboards below
- 1 x mixer tap
- 2 x white plastic washing up bowls
- Wall mounted Fireguard services fire blanket
- 6 x double power points
- Kenwood Microwave 900 watt
- 1 x Electrolux cooker with 1 x large and 1 x small oven/grill 4 x hob, pull down ceramic lid.
- 1 x cooker point
- 1 x stainless steel extractor hood
- Tricity Bendix fridge freezer
- Supreme 140 Hetrae Sadia water heater
- Cooler cabinet
- 2 x kettles
- Trays
- Pots and Pans
- Crockery (plates, cups saucers, etc.)
- Cutlery
- Glasses

## **Pavilion Hall**

No children are allowed in the Pavilion Hall if alcohol is being sold.

- Size: Approximately 37' x 18'
- Metal shuttered serving hatch to kitchen
- 6 x radiators
- 8 x metal double power points
- 2 x square wooden tables
- 10 x white long folding tables available
- 2 x ceiling fans (control for these are in the Parish Office)
- 1 x fire bell
- 2 x electric smoke alarms
- 1 x high level Honeywell Central Heating Control
- 1 x fire extinguisher
- 26 x armchairs with wooden arms
- Round battery operated clock with white face and black lettering
- Blue carpet
- 2 X push-bar fire doors leading to patio beyond with bench and landscaped area

## **Patio**

- Paved patio with bench.