



## Nightingale Pavilion: Information for event organisers

If you need to report anything, please do so via [sport@cambridge.gov.uk](mailto:sport@cambridge.gov.uk) or speak to your City Council contact when booking the space.

### Access

The keys for the pavilion are held in a key box at the pavilion. This key box is located on the south side of the pavilion, the side furthest away from the play park. As you get to the side door, you will see the key box on the left of the door.

Steps to unlock:

1. Pull down the black plastic cover.
2. Enter the code given.
3. Pull the top tab down and then towards you (it can be fiddly, but it will work).
4. Once opened and keys have been retrieved, please close the box, and scramble the code.

The key set will have an external door key, community room door key and storage room key. The storage room is located inside the community room and houses another larger key box on the wall. Keys will be available there for the kitchen, other external doors, changing rooms and cleaning cupboard. Please ensure any keys taken are returned to the key safe after your booking.

### Kitchen

The kitchen is there for you to use as part of your booking. We ask that if you wish to make hot drinks, you bring your own tea, coffee, milk etc. There is a hot water dispenser available, but it will take a while to heat up if turned off prior to your booking. There is however a kettle available. We have plenty of mugs, cutlery, bowls, and plates for any food you have. We also have some childrens cutlery available too. Please ensure these are not taken away from the pavilion.

We ask that you leave the kitchen in good order when leaving the pavilion. There are cleaning products, bins, washing up liquid, cloths, and tea towels etc ready to use. If you find you have used a lot of cutlery and crockery, you may use the dishwasher.

## Community Room

When you enter the community room, the room may be set out from a previous booking therefore you may have to move furniture around to suit your booking. We always ask that people leave the room clear for the next booking but that doesn't always happen. Please ensure you clear away your furniture away after usage as best as you can and avoiding blocking off doorways.

You are welcome to bring in activities to the pavilion for birthday parties etc such as soft play areas, arts and crafts, and party games. Once again, we ask that you clean up after yourselves to leave the space tidy for the next booking. Strictly no bouncy castles please.

## In case of an emergency

Nightingale Pavilion has its own fire alarm system however it does NOT connect to the emergency services. If a fire is detected, it is the responsibility of the hirer to contact the emergency services, **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.

In the event of a fire, please use your nearest exit and calmly make your way to the assembly point which is located on the recreation ground away from 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. 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 as soon as possible.

Please lock up all the doors and return the keys to the key safe box (see 'steps to unlock' earlier in this document). 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.