



## Spencer Park Pavilion Room Hire

The room in the pavilion is 11 feet by 13 feet. Off the room is a disabled toilet and a baby changing facility. The room is clean but quite basic. Currently there is no heating.

Room hire charge is £10 per hour, payable for set up and closing.

We have five tables you can use: four are 120 cm long x 60 cm wide and one table is 150 cm long x 70 cm wide. We have 30 chairs which can be used. We can supply a white paper cover for the tables at an extra cost of £3 to cover all the tables.

A member of the Friends committee will open and close the building and will be around in the park for the duration of the event

### Conditions of Hire

When using the pavilion please can you ensure that no one smokes and if using candles, they must be regular cake candles and not sparkler/firework types or long candles.

Please can you ensure that the children only go into the party room and through the front door. Only adults have access to the kitchen area.

There is a fire exit at the rear of the building. However, in the event of a fire please ensure that everyone leaves by the front exit as this is the nearest to the room. Please read the Fire Evacuation Procedure notices on display?

Emergency evacuation of disabled persons attending the function/meeting must be considered prior to the event and arrangements confirmed.

Please inform us of the numbers of people attending.

Hire charge to be paid prior to the event or at the start of the event.

The booking form to be filled in and returned to us before hire.

Please leave the room tidy and clean.

Please take any rubbish home with you.

**The use of bouncing castles or inflatables in the park is prohibited and should not be part of this booking.**



## Spencer Park Pavilion Booking Form

Name:	
Address:	
Email:	
Contact telephone on the day:	
Date of hire:	
Room required from:	
Room required to:	
Number of people attending:	
Number of tables required:	
Number of chairs required:	
Table cover to be provided at £3	Yes      No      (Please tick)

**Hire charge £10 per hour.**

Please return the form by email to [friendsofspencerpark@gmail.com](mailto:friendsofspencerpark@gmail.com)  
or to 40 Stanway Road, Earlsdon, Coventry, CV5 6PJ