



## Yatton Parish Council

Hangstones Pavilion  
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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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### **Hangstones Pavilion: Guidance for Hirers.**

1. Please contact the Parish Council office (above) in advance to arrange collection of keys. Please do not ask grounds staff on site to let you in (we cannot in any case guarantee that anyone will be on site).
2. Please ensure that the front gate is open all the time you are in the pavilion. If you are expecting more than nine cars, please also ensure the yellow barrier to the overflow car park is open. The combinations to both padlocks are on the keyring (the barrier padlock has a small button on the end which you need to push).
3. There is now a single key to both front door locks.
4. There is an accessible toilet to the right of the front door. If you need more toilet facilities, you can unlock the internal door opposite the doors to the hall.
5. You are welcome to use the kitchen and cups, plates, cutlery, &c, but please provide your own tea, coffee, milk etc. Please wash up and dry any of our utensils that you have used. It would be helpful if you could provide your own tea towels. Please ensure you have not left any food either in the open or in the fridge.
6. If the heating is on please do not adjust the radiator thermostats. There is a wall thermostat behind the bar area; please use this to set the desired temperature (NOTE the display shows the room temperature, if its increased the display alters as the room temperature gradually increases) ensure it is reset to 17° when you leave.
7. Please be aware that the parish office is downstairs and towards the back of the building and that people in the office may use the kitchen.
8. Please do not attempt to open the patio doors or folding doors unless we have lent you a patio door key. Attempting to open the folding doors without a patio door key can damage them. If you do open the patio doors or folding doors please ensure they are securely fastened, with all the catches in the 'up' position, and that the patio doors are locked, before you leave.
9. Please do not let people, especially children, go onto the field and then come into the hall with muddy feet. If children are going to use both the hall and the field, they should have a change of footwear.

10. Please do not let people lean on or walk against the fire doors. If you think this may have happened please check that the fire doors are securely closed (they can look closed even when they are not).
11. If you open the back door in the kitchen, please lock it before you leave. If you have unlocked the internal door to the downstairs toilets, please lock it before you leave.
12. Please ensure that (if the heating is on) the wall thermostat is set to 17 before you leave.
13. Please leave the hall, kitchen and foyer in the same condition as you found them so that they are ready for the next user. There is a broom, mop and dustpan and brush in the kitchen. Please wipe over all surfaces including all touch points (i.e. door handles, light switches etc).
14. There are no recycling facilities at the pavilion so please take any recyclable materials away with you. Please clear all waste bins used including nappy bins, renew the liners and place the rubbish in the dustbin in the entrance hallway.
15. Please make sure you lock both front door locks when you leave.
16. If the yellow barrier is open when you leave and there is no car in the overflow car park, please close and lock it. If you are leaving before 6.30 p.m. please leave the front gate open. If you are leaving after 6.30 p.m. and there is no car in the car park, please close and lock the front gate.
17. Please return the keys promptly to the Parish Council office. If there is no-one in the office, please post through the letterbox in an envelope clearly marked with your name.
18. The Parish Council accepts no liability for loss of, or damage to, property in or around the pavilion or car park.