



Flo's – The Place in the Park

Information for Hirers

Flo's Emergency out of hours contact numbers:

- Duty phone 07922148496
- Rod Nixon: 07341527207 (Caretaker)

Before starting your hire, you should ensure that you are familiar with:

- Instructions about what to do in the event of a fire or similar emergency
- What to do in the event of an accident (see section on First Aid)
- Information about set up/set down and cleaning

In case of fire:

Ring **999** immediately.

Leave the building immediately and assemble on Rymers Lane, if it is safe to do so. The **Fire Evacuation** procedure is on the main noticeboard. Fire exits are clearly marked and the exit from the grounds is out onto Rymers Lane.

If the fire alarm goes off **unintentionally** when the cafe is closed, you must call one of the emergency numbers above.

If the intruder alarm goes off:

Ring one of the Flo's emergency contact numbers above

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First Aid:

The hirer is responsible for bringing their own first aid kit.

Additionally there is a basic **First Aid** kit in the reception area and in the nursery kitchen. All accidents, however minor, must be recorded by the hirer. If the accident occurs in the cafe (including cafe outdoor area) it must be recorded in the Cafe accident book (please ask staff!). If it happens elsewhere on the premises it must be recorded in the Accident Book which is found in in the reception area with the First Aid Box. Additionally the accident must be reported to Flo's management as soon as possible. Email admin@floxoxford.org.uk

Please

- Ensure that all passageways are kept clear of obstructions at all times and Fire Doors are kept shut;
- Familiarise yourselves with the safe working of all equipment;
- Notify Flo's of any accident/incident and record details in the Accident Book which is kept near the first aid box in the reception. You must fill in the Accident Book yourself, and notify Flo's management as soon as possible afterward.
- Notify Flo's management of anything which could reasonably be considered a danger to anyone delivering, accessing or visiting Flo's - The Place in the Park;
- Behave in such a way as to minimise the possibility of injury to yourselves or others;
- Ensure that food, unwashed crockery or anything likely to create a health risk is not left lying around the building.

Smoking

Flo's is a fully non-smoking site, including the outside areas.

Access to Flo's

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When the Park is locked, access to and from Rymers Lane is through the smaller gate which should be kept open so that the code is not needed.

A padlock is used to keep the gate open whilst hirers are in the building. This will be closed by the caretaker when the caretaker leaves.

The centre and the rooms are all wheelchair accessible and there is a toilet that is accessible for wheelchairs.

Parking

Parking is non-restricted on Rymers Lane. **Parking is also available in the park during daylight hours but the gates are locked around dusk.** Official closing times are found at https://www.oxford.gov.uk/directory_record/362/florence_park or on the Park Gates at the car park - but actual timings are not exact.

Equipment

Hirers are welcome to make use of the equipment as agreed when hiring the room.

Wifi

Wifi is free and is Flo's Guest (No password).

Leaving the building

- Please make sure the room your hired is left as you found it (see note on cleaning below)
- Please make sure the lights are off and doors are locked
- When the cafe is closed the caretaker will show you out unless other arrangements have been made in advance with Flo's management.

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Setting up the room

Meeting Room	Tables and chairs are in the wooden cupboards. The key is on a hook next to the cupboards. There is a Flip chart stand in the room, you need to bring you own flip chart paper. A kettle and mugs are in the room, but please tidy these up if used. The screen can be connected to a laptop, please provide your own connection lead.
Nursery	Most of the nursery equipment and resources will be stored away. If you need tables and chairs let us know by entering it into the comments section on the booking form or by emailing bookings@floxoxford.org.uk
Cafe/Main Hall	The cafe must be left as you find it. You can move the large wooden units on wheels by unlocking the safety lock on the wheels and pushing the units to one side - please take care of the plants on top! The tables cannot be folded, but can be stored at the edges of the room or outside under the eaves of the building. A pop up screen is available by arrangement. This is stored in the meeting room in the wooden cupboard (key hanging next to the cupboard). You are not permitted to use ANY of the kitchen equipment. Please don't turn any of the cafe equipment on or off. You can use the sink in the cafe area, if needed.

Cleaning and tidying up

Please return the furniture to its original position and leave the centre clean for the next group.

Hirers should used Flo's cleaning equipment in the store room opposite the toilets in the cafe, or if using the Nursery, these are stored in the cleaning copied next to the room marked 'laundry'. The key is on a hook on the doorframe

Please bring bin bags and tea towels and remove your rubbish at the end of the event to the bins on the right hand side of the gate into the centre.

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