



# Flo's – The Place in the Park

## Information for Hirers

### Flo's Emergency out of hours contact numbers:

- Lucy Hetherington - 07742163512

### 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 (see section on Fire below)
- What to do in the event of an accident (see section on First Aid below)
- 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 Action Plan** is on the main noticeboard in Reception. 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 the caretaker number above.

### If the intruder alarm goes off:

Ring the contact number above



## 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 of the main centre, the Cafe and in the Pavilion kitchen. All accidents, however minor, must be reported to Flo's via [hello@flosxford.org.uk](mailto:hello@flosxford.org.uk).

If the accident occurs in the cafe (including cafe outdoor area) you must notify the cafe staff who will record it in their accident book.

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 any equipment you will be using;
- Notify Flo's of any accident/incident and give details to staff who will fill in the Accident Book.
- 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

The centre and the rooms are all wheelchair accessible and there is a toilet that is accessible for wheelchairs in the Reception area in the main building.

## Parking

Parking is now restricted on Rymers Lane. **Parking is available in the park during daylight hours but the gates are locked around dusk.** More information on parking and official closing times are found at <https://www.oxford.gov.uk/directory-record/735/florence-park-car-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).

People, Place and Participation Ltd. Community Benefit Society Number: 7713  
Twitter: [@flosxford](https://twitter.com/flosxford) Email: [info@flosxford.org.uk](mailto:info@flosxford.org.uk) Facebook: [facebook.com/flosxford](https://facebook.com/flosxford)  
Registered address: **Rymers Lane, OX4 3JZ** Website: [www.flosxford.org.uk](http://www.flosxford.org.uk)



## Setting up the room

<b>Meeting Room</b>	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 your 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.
<b>Pavillion Main Room</b>	There are tables and chairs in the Pavilion which you can move and use if needed. There are separate toilets off the main room and there is a small kitchen area with water, a kettle and mugs. Please, wash up any items used and leave the room as you find it.
<b>Cafe</b>	The cafe must be left as you find it. 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 Refill area, if needed.

## Cleaning and tidying up

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

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.

## Leaving the building

- Please make sure the room you hired is left as you found it
- Please make sure the lights are off and doors are locked