

Park Road Resource Centre



SERVICES AND FACILITIES GUIDE

Mansfield Woodhouse Community Development Group

Contact Reception at:

Park Road Resource Centre

Mansfield Woodhouse

Nottinghamshire

NG19 8ER

TELEPHONE / FAX (01623) 429334

Website: www.mansfieldwoodhouse.info

Email: mwcdg_reception@hotmail.com

DIRECTIONS

Park Road Resource Centre is based at 53 Park Road in Mansfield Woodhouse. The Centre is located at the back of the Market Place.



Travelling by car from Mansfield:

- From Mansfield take the A60 along Leeming Lane North.
- When you pass under the bridge take the next left turn into York Street.
- Carry on this road until you come to a set of traffic lights.
- At the traffic lights go straight over into Station Street.
- Follow the road until you come to a zebra crossing and take the second turning left into Vale Road.
- Take the first right turn into Park Road.

The Resource Centre is on the left hand side, just before the bad bend.

By Bus:

- The Centre is easily accessible by public transport.
Buses come from Mansfield approximately every 10 minutes and drop off at the bottom of Vale Road and the Market Place.

By Train:

- The train station on the Robin Hood Line is situated 5 minutes' walking distance from the Resource Centre.

Trains from Mansfield are approximately every 30 minutes.



Visit **www.mansfieldwoodhouse.info** for more information on the train and bus timetables, just click on the leisure page - the link is at the bottom of the page.

The whole building is accessible to disabled people and there is a lift to access the upper floor.

The car park is at the back of the building with an overspill car park to the rear of the Business Place - follow the signs. Please do not park in the Business Place car park. Although CCTV cameras are in place, cars are left at owners risk.

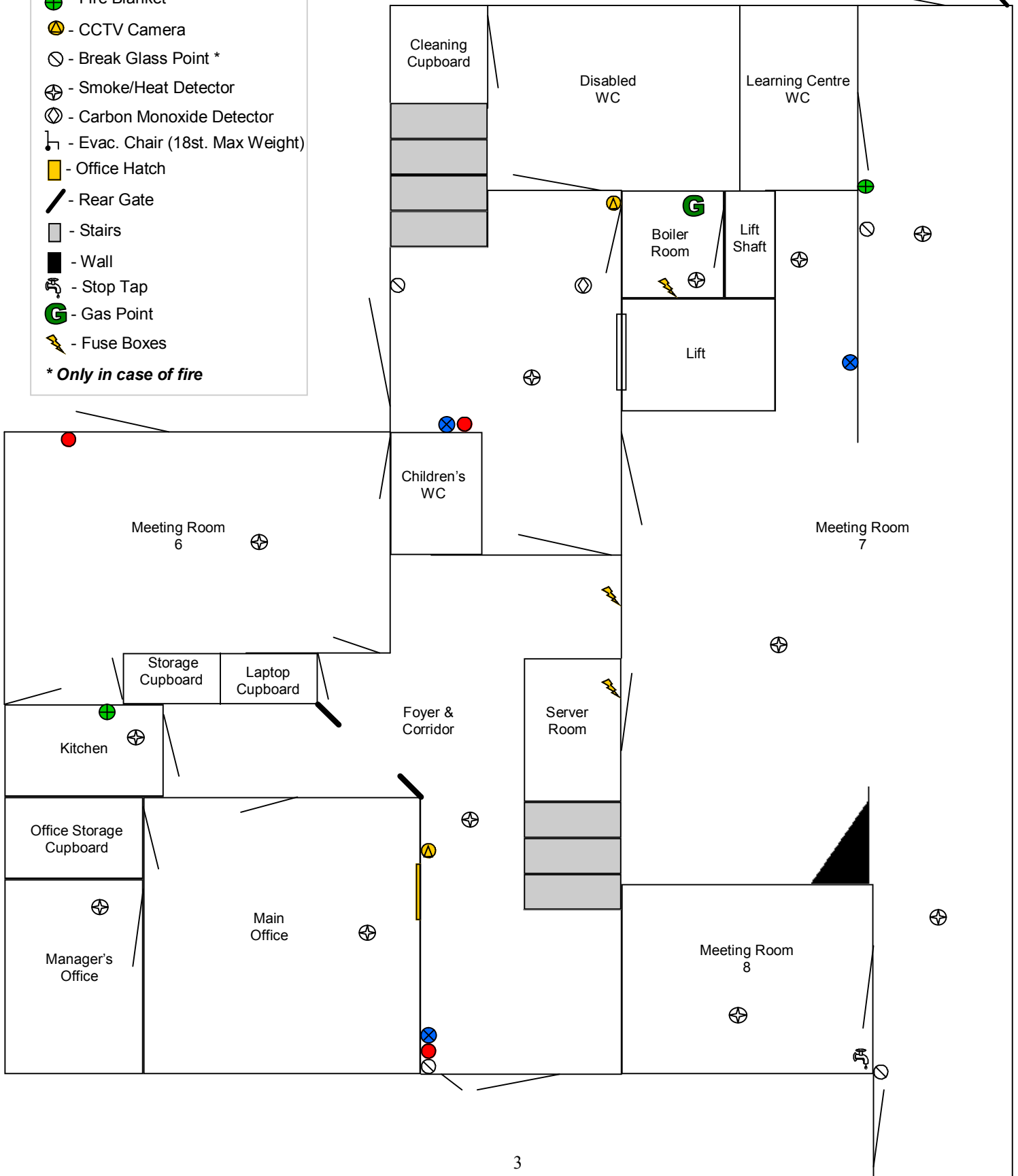
For further information please ring 01623 429334

BUILDING PLAN - GROUND FLOOR

KEY:

- - 9L Water *
- ⊗ - 2kg Carbon Dioxide *
- ⊕ - Fire Blanket *
- ⊙ - CCTV Camera
- ⊖ - Break Glass Point *
- ⊗ - Smoke/Heat Detector
- ⊙ - Carbon Monoxide Detector
- ⌋ - Evac. Chair (18st. Max Weight)
- - Office Hatch
- ↘ - Rear Gate
- ▒ - Stairs
- - Wall
- ⌋ - Stop Tap
- ⊕ - Gas Point
- ⚡ - Fuse Boxes

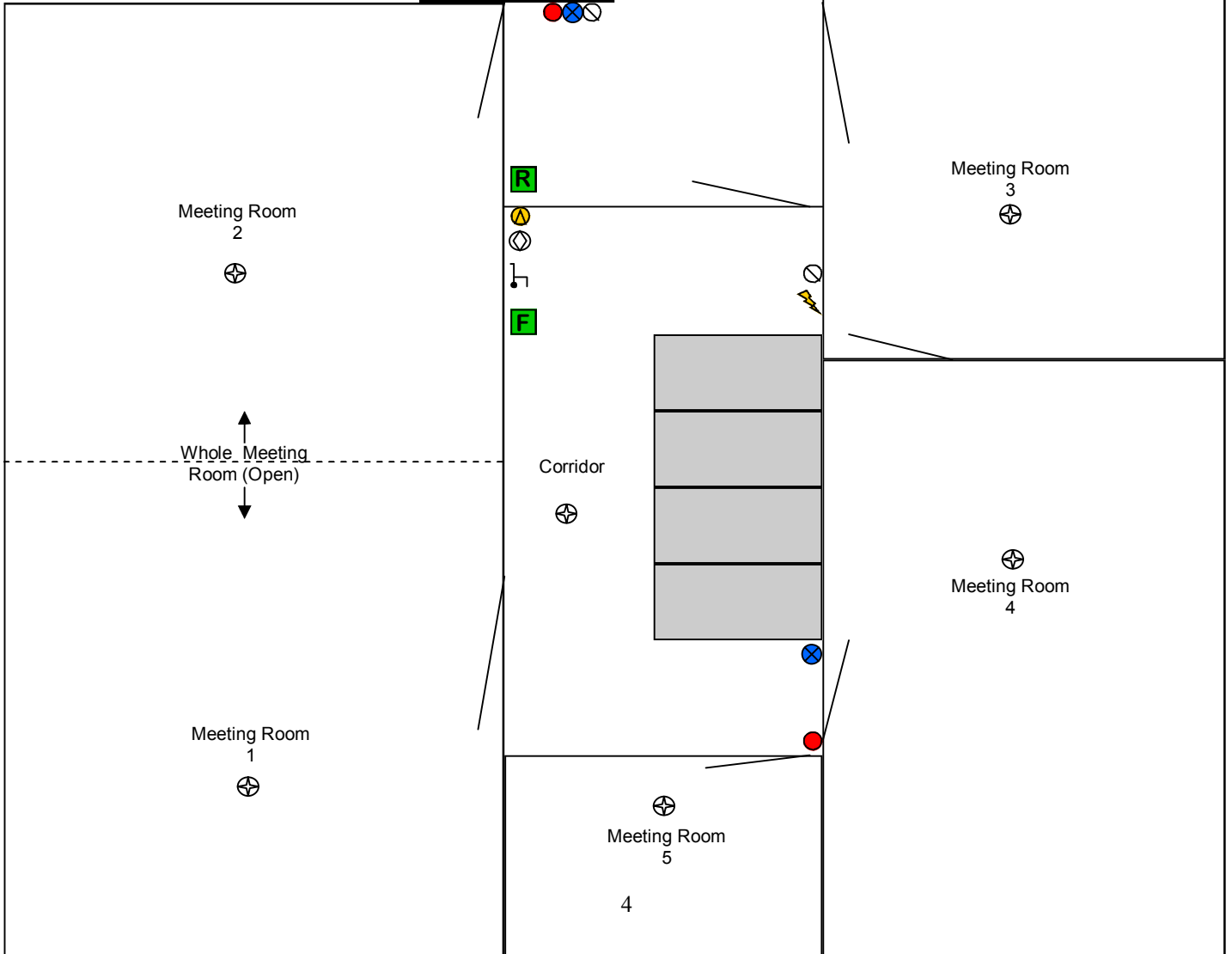
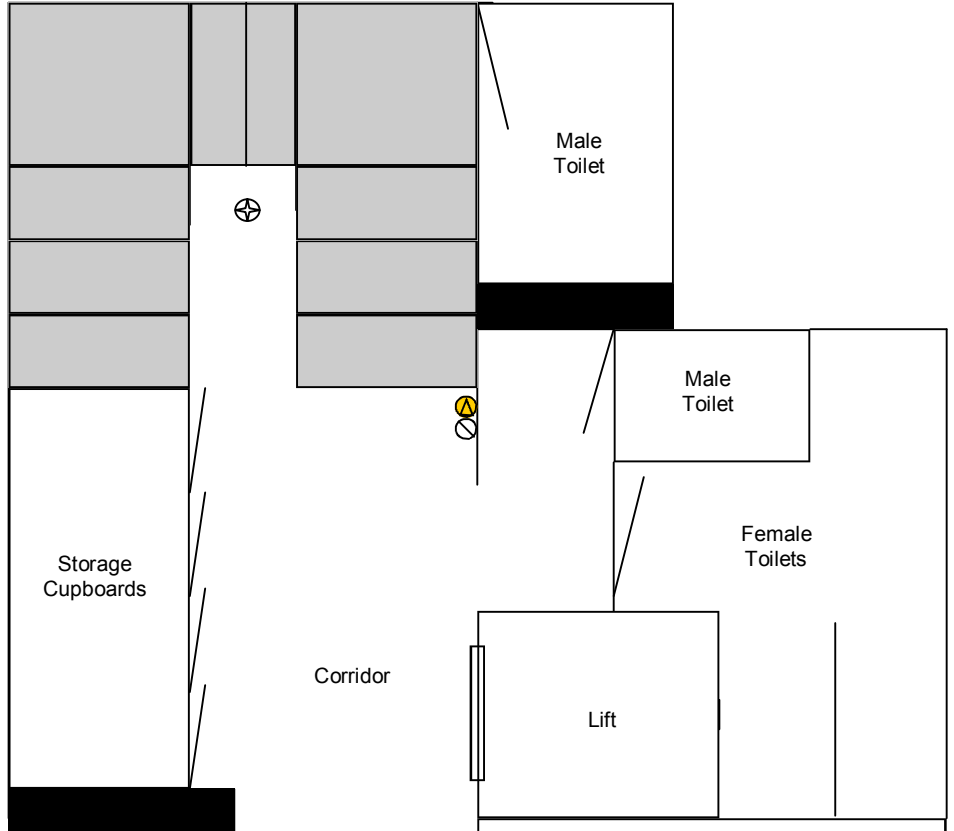
** Only in case of fire*



BUILDING PLAN - FIRST FLOOR

KEY:

- - 9L Water *
 - ⊗ - 2kg Carbon Dioxide *
 - ⊕ - Fire Blanket *
 - ⚠ - CCTV Camera
 - ⊖ - Break Glass Point *
 - ⊕ - Smoke/Heat Detector
 - ⊖ - Carbon Monoxide Detector
 - ⚡ - Evac. Chair (18st. Max Weight)
 - 🚪 - Office Hatch
 - ↔ - Rear Gate
 - ▒ - Stairs
 - - Wall
 - ⛔ - Stop Tap
 - Ⓜ - Gas Point
 - ⚡ - Fuse Boxes
 - - Safe Refuge Area
- * Only in case of fire*



ROOMS FOR HIRE IN THE CENTRE



Prices (Hourly)	Voluntary & Community / Public & Private Sector			
	Mon / Fri	Saturday	Sunday	Block Book
Room 1	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 2	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 3	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 4	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 5	£8 / £10	£16 / £10	£24 / £30	Enquire
Room 6	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 7	£8 / £10	£16 / £20	£24 / £30	Enquire
Room 8	£8 / £10	£16 / £20	£24 / £30	Enquire
Refreshments	Tea/Coffee (3L Flask with free biscuits) £5 ** Orange Cordial (1L Jug) £2 ** Orange Juice £2.50 **			
Equipment	Television, Video, Projector, DVD, OHP, - £5 per hour			
Extras	Photocopying (A4 B/W) 5p - Colour Print (A4) 20p			

Rooms can be set up to your individual needs

CONDITIONS OF HIRE

The Hirer will :

1. Conduct the event described on the booking form in an orderly manner at all times so as not to cause any loss or damage to the Mansfield Woodhouse Community Development Group (MWCDG) or to the premises, its furniture or fittings.
2. Leave the premises in good order and condition after the event and be liable for any loss or damage.
3. Absolve MWCDG from liability for any loss or damage, claim or demand arising from the event or as a result of the hirer's misuse of the premises.
4. Observe the provisions of all laws and instructions which might affect the event and its conduct.
5. Allow MWCDG representatives free access to inspect the premises and at their request immediately remove any person, article, material or appliance or cease any practice, which is considered to be dangerous or likely to cause offence on the grounds of race, creed, gender, age, sexuality or disability.
6. Not hold or represent MWCDG as being party to the organisers of the event or as being connected with the event in any other way other than as provider of the premises.
7. Obtain MWCDG approval for any advertising or publicity material (including any entrance tickets) before publication of such material.
8. Have adequate insurance to cover the damage, loss and/or theft of their equipment in situations where MWCDG's own insurance is not applicable.
9. Be liable for the full cost of room hire, unless at least seven working days notice is given for cancellation(s).
10. Be responsible for familiarising themselves with the Fire and Emergency Instructions and relaying this information to their party.

Signature: _____ Name: _____ Date: _____

Please return a copy with your first booking form for MWCDG records and retain this copy for your own records.

Park Road Resource Centre: ROOM HIRE BOOKING FORM

Organisation: _____

Booked by: _____ Purchase Order No: _____

Address: _____

Postcode: _____

Telephone number: _____

Date(s) required: _____

Start Time*: _____ End Time*: _____ Expected numbers: _____

* Fifteen minutes before and after bookings will be allowed for setting up and clearing away, please consider booking the room for longer if you require more time.

Room layout requirements: _____ (see options in the pack)

Equipment required:	Cost:	Refreshments:	Cost:
<input type="checkbox"/> Digital Projector *	£5 per 3 hour session	<input type="checkbox"/> Tea/Coffee	£5 per 3 litre flask
<input type="checkbox"/> Television and Video	£5 per 3 hour session	<input type="checkbox"/> Jug of Cordial	£2.00 per 1 litre Jug
<input type="checkbox"/> Television and DVD	£5 per 3 hour session	<input type="checkbox"/> Orange Juice	£2.50 per litre carton
<input type="checkbox"/> Overhead Projector *	£5 per 3 hour session	<input type="checkbox"/> Buffet: See options in pack and state below:	_____
<input type="checkbox"/> Flipcharts	Included		
<input type="checkbox"/> Stereo / Laptops	Please enquire		

* Projector screen provided if needed.

Please state any other requirements: _____

By signing below, you are agreeing to Mansfield Woodhouse Community Development Group's terms and conditions of room hire as highlighted in the room hire brochure:

Name: _____ Signed: _____ Date: _____

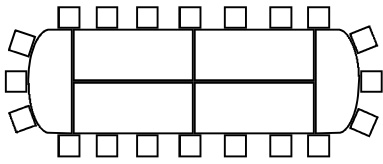
FOR OFFICE USE:

Hourly rate / agreed charge: _____

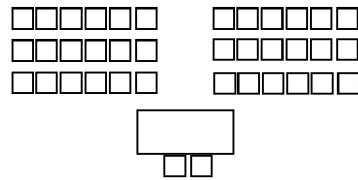
Total number of: Flasks: _____ Jugs of Cordial: _____ Orange Juice: _____

Any Additional charges: _____

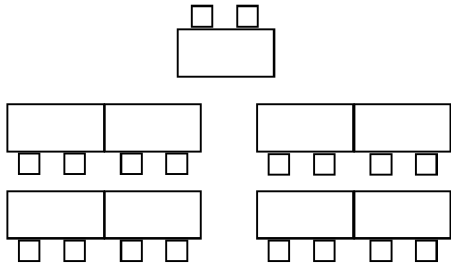
ROOM LAYOUT STYLES



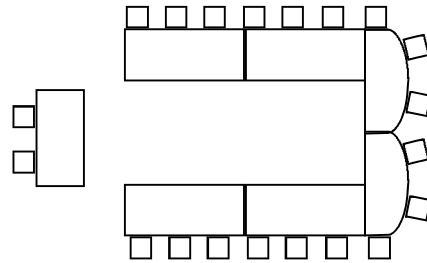
Option 1:
Board Room



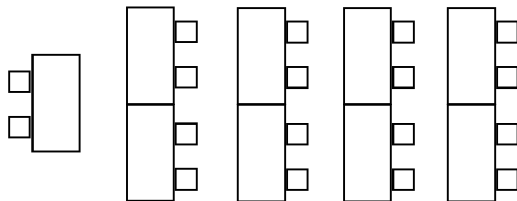
Option 2:
School Room - Conference



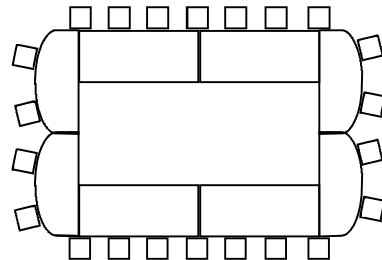
Option 3:
School Room



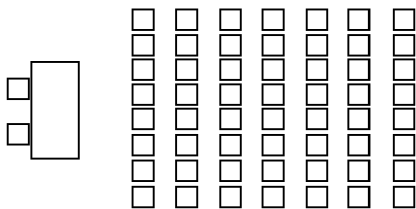
Option 4:
U Shaped Conference



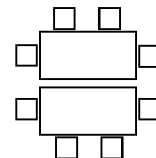
Option 5:
School Room 2



Option 6:
Square Conference



Option 7:
Theatre Style



Option 8:
Cabaret

If you would like a room layout style not specified, please enquire.

CHECKLIST FOR CENTRE USERS

Group Name: _____

Representative: _____ Date: ____ / ____ / ____

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Representative Initials

- | | |
|---|-------|
| 1. MWCDG has received a booking form: | _____ |
| 2. Shown the Toilets, Lifts, Kitchen and Fire Exits: | _____ |
| 3. Shown Fire Assembly Point: | _____ |
| 4. Given contact telephone numbers: | _____ |
| 5. Informed of cancellation procedure: | _____ |
| 6. Established what equipment/furniture are required:
(e.g. set up of room/refreshments) | _____ |
| 7. Signing in/out of building | _____ |

Final Signature: _____

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Thank you from:
Mansfield Woodhouse Community Development Group (MWCDG)
for booking Park Road Resource Centre

Park Road Resource Centre, 53 Park Road,
MANSFIELD WOODHOUSE, Nottinghamshire. NG19 8ER

FIRE AND EMERGENCY INSTRUCTIONS

In the event of a fire or serious and imminent danger

1. Raise the alarm in order to warn others. A verbal warning may be appropriate.
2. Leave the building by the nearest exit. **DO NOT** stop to collect personal belongings and **DO NOT** re-enter the building until permitted.
3. Move away from the area and await instruction.
4. The Manager or Health & Safety Worker will take charge of the accountability procedure.
5. Any persons attempting to extinguish or contain a fire **MUST NOT** put themselves at risk. If in doubt leave the building.

Fire Drill

Fire evacuation drills may take place at unspecified times. Consideration will be given to the number of persons within the building. Persons must be aware that there may be people with disabilities and evacuation may be restricted.

Location and Types of Fire Extinguisher

FRONT ENTRANCE

1x 9 LITRE WATER
1x 2KG CARBON DIOXIDE

BACK DOOR (FIRE EXIT)

1x 9 LITRE WATER
1x 2KG CARBON DIOXIDE

TOP REAR STAIRS (MEET ROOM 1)

1x 9 LITRE WATER
1x 2KG CARBON DIOXIDE

TOP FRONT STAIRS (MCDP)

1x 9 LITRE WATER
1x 2KG CARBON DIOXIDE

WEST NOTTS COLLEGE LEARNING CENTRE

FIRE BLANKET
1x 2KG CARBON DIOXIDE

DOWNSTAIRS MEETING ROOM

1x 9 LITRE WATER

KITCHEN

FIRE BLANKET

First Aid

The Qualified First Aiders employed by MWCDG are Warren Bradley, James Devonshire and Linda Reilly. As such they shall be responsible for ensuring sufficient supplies are maintained in the First Aid Box, which is located in the Main Office.

In the absence of a First Aider, workers with reasonable knowledge and competency will assume control of the First Aid Needs.

