



Protocol for Booking the Mayor’s Parlour, Woodstock Town Hall

- The Mayor’s Parlour is not for hire and can only be used with the consent of the Mayor
- If the Parlour is required for an annual event, as much notice as possible is required to enter a booking for the following year to avoid double-bookings
- All bookings of the Parlour to be written in the Town Hall diary, with a contact name and telephone number, as well as start and finish times
- A booking form must be completed for all bookings and anyone being allowed to use the Mayor’s Parlour should be given a copy of the ‘Conditions for Use of rooms at the Town Hall’
- No food and drink allowed in the Parlour, with the exception of special consent from the current Mayor
- People manning events held in the Parlour may use the kitchen area upstairs to eat their lunches if it is not in use, otherwise other arrangements must be made
- Naked flames are strictly prohibited in all areas of the Town Hall, i.e. candles, nightlights, etc.
- The Parlour must not be left unattended at any time during the booking time
- All must be left clean and tidy and furniture put back to how it was found. Do not drag furniture across the floor
- Arrangements must be made with the caretaker/deputy caretaker for the building to be secured at the end of the booking time
- Any damage caused during the use of the Parlour will be charged for
- The building is covered by a Public Events licence but does not have a licence for the sale of alcohol. Temporary Event Licences can be obtained from the District Council www.westoxon.gov.uk or by an email application to communityservice@westoxon.gov.uk, but at least 10 working days before the event for which the licence is required.

For users of the Mayor’s Parlour to complete:

Name:

Organisation:

Date of Use:

Reason:

I have read the Protocol above for the Mayor’s Parlour and agree to observe and comply with all the conditions contained therein.

I/We have read and agree to abide by the fire regulations (overleaf) for the building and will inform attendees/guests of emergency evacuation procedures.

Signed:

Date:

FIRE REGULATIONS

It is an important part of the fire regulations that someone accepts the legal responsibilities for the fire regulations. The responsible person will need to take account of their lack of familiarity with the layout of the premises, the fire safety provisions and the duties of other responsible persons within the premises

No candles or naked flames are allowed anywhere in the building. There are emergency procedures and fire exits highlighted throughout the building. It is the client's responsibility to acquaint themselves with fire and other safety regulations and to inform all guests of emergency evacuation procedures.

The entrance hall and staircase enclosure form the only means of escape from the upper floors and must be kept clear of obstructions and combustible materials

Fire alarms are situated:

- in the front hall to the left of the main door
- on the landing just outside the Assembly Rooms

Fire extinguishers are situated:

- in the front hall by the main door
- in the Assistant Town Clerk's office
- in the lobby between the Mayor's Parlour and the front hall
- on the mezzanine outside the Ladies' toilet
- on the landing outside the Assembly Rooms
- in the kitchen (plus fire blanket)
- in the cellar

In case of fire:

On hearing the fire alarm, all must leave the building as quickly as possible. The Town Hall fire alarm automatically alerts the Fire Station. Fire Exits are clearly labelled in all rooms. Hirers should make themselves aware of where the fire exits are and inform attendees.

Exit from the upper floors is by the main stairs and the door on to Market Street.

Exit from the Mayor's Parlour is by the main doors (quick release lock) to the Town Square.

The Fire Assembly point is outside the Town Hall on the Main Town Square flagstones.