

## PICKERSLEIGH (Formerly Langland) CENTRE ASSOCIATION

Registered Charity No. 1063414  
6/7 Baxters Walk, (Entrance off Sherrards Green Road),  
Malvern, WR14 2DY

**FOR BOOKINGS CONTACT  
CUSTOMER SERVICES  
@ THE WORCESTERSHIRE HUB ON 01684 862151  
LOCATED AT MALVERN LIBRARY  
worcestershirehub@malvern hills.gov.uk**

### 5. BOOKING FORM



ORGANISATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

Email \_\_\_\_\_

PURPOSE OF BOOKING

\_\_\_\_\_

DATE (S) REQUIRED \_\_\_\_\_

TIME (S) REQUIRED \_\_\_\_\_

ROOM (S) REQUIRED \_\_\_\_\_

MAIN ROOM (1), SECONDARY ROOM (2), CONSULTATION ROOM (3), OR COMPUTER SUITE (4) **BY ARRANGEMENT**  
KITCHEN AND TOILETS INCLUSIVE (LIMITED PARKING AVAILABLE)



### COSTS

Community activities: £4 per hour  
Commercial organisations/Individuals: £5 an hour

These charges are subject to annual review.

I have read and understood the induction pack, and abide by the conditions

Signed \_\_\_\_\_

Position within the Organisation \_\_\_\_\_

Date \_\_\_\_\_



**WELCOME TO THE PICKERSLEIGH COMMUNITY CENTRE!**  
**A MULTI AGENCY BUILDING, AVAILABLE TO HIRE FOR DIFFERENT GROUPS**

## **CONTENTS**

*Please read this short induction pack which gives you some valuable information on the building, its usage and who to contact in case of emergency*

- 1 Entrances, exits, emergency procedures**
- 2 Map layout of the building**
- 3 Domestic Arrangements**
- 4 Emergency Contacts**
- 5 BOOKING FORM**

## **1. ENTRANCES AND EXITS**

1 - There are **two entrances** for users and lettees, based on the fact that there are **two halves** of the building. Please secure yourself in the building using the deadlock on the reception door, and use the bell system to be alerted to anyone arriving.

(If in the unlikely event you are using the other entrance located at Baxter's Walk entrance, be sure to shut the door behind you.)

*We are in the process of reviewing the bell systems, and will inform users of any changes*

This is to ensure your personal safety in the venue, if you are the only user group occupying it at the time.

There are two fire exits in the building, and again they correspond to the two halves of the building, they are located on the map over leaf. They are double locked with a mortice lock, for which you will find the key located on a nearby chain – soon to be replaced with emergency break glass key boxes

## **2. MAPS LAYOUT AND OTHER USERS**

2 - Overleaf you will find the maps indicating the layout of the building, these will help you navigate the building effectively.

Again, there are two halves downstairs and two halves upstairs; we ask users to be considerate and respectful of other users of the building, particularly if they are engaging with members of the community, e.g. Citizens Advice Bureau. Although we do encourage a spirit of working together!

You will find an up to date list of users and times, days in the reception of the building. As well as useful contact numbers and other information

### **3. DOMESTIC ARRANGEMENTS**

Each permanent user, such as the youth service and the police has their own cupboards for which to store their domestic stuff such as cups, plates and sugar. There is a cupboard earmarked for 'everybody' in the kitchen which we hope can serve your use, as well as the usual kitchen equipment such as cooker, fridge, kettle etc

Please feel free to use anything you find, but

**PLEASE WASH UP AND TIDY ANYTHING YOU MAY USE!**

It might seem trivial, but this way the centre stays fresh and clean for everybody's use.

Please be encouraged to pass on any feedback to customer services

**In the event of an accident please find the first aid kit located in the kitchen drawer, marked first aid, and record the incident in the first aid book also enclosed.  
THERE IS A NON SMOKING POLICY WITHIN THE BUILDING**

### **4. EMERGENCY CONTACTS**

Although we do not provide a telephone with outside line for customers use, there are a list of contact numbers below for any emergencies, such as a burst water pipe, electrical failure

**CARETAKING DUTIES COORDINATOR – VAL MYATT 01684 567197  
MHDC CUSTOMER SERVICES – 01684 862151**

**COMMUNITY DEVELOPMENT OFFICER – 07767 761 262  
STEVE MAIN –ELGAR HOUSING RESIDENT INVOLVEMENT OFFICER – 01684 579 376**

**Thank you for your time, please complete the booking form, and return the keys you have used to customer services, AND please feel free to use the centre again. THANKYOU**

