



KENT COLLEGE
CANTERBURY

Enterprise – Great Hall Hire

External Use of KC Facilities - HANDBOOK

Lanyards

Issued lanyards must be worn by the lead co-ordinator and security at all times when on site. Lost or stolen lanyards must be reported to the Enterprise Team immediately.

Site Roads and Parking

The speed limit on site is 5mph. Please note all roads are shared with pedestrians and some routes are one-way. Parking is off Neals Place in Austen Car Park (follow event parking signs) unless specified otherwise. Please note this is locked at night. Please do not enter the main school ground by car unless pre-authorized or park outside the boarding houses or on any of the grass areas.

Disabled Access

Disabled guests are very welcome, in some cases a carer will be required to assist in negotiating the site and with prior notice, ramps can be used to make buildings more accessible. Disabled parking can be booked in advance in front of The Great Hall.

Privacy

We have a number of residential staff on site all year round, please respect their privacy and gardens. A number of our staff have young families so please be respectful of noise levels at night, with minimum noise in sleeping hours from 22:30.

Out of Bounds Areas

Only use of the areas listed in your Hire Agreement are permitted for use. All other areas are strictly out of bounds.

Works on site

Our site is a fully working site and we often have ongoing renovation, maintenance and construction projects. Our housekeeping and maintenance teams have access to all buildings and are identifiable by their uniform and lanyards.

Pets

Guests are not to bring animals onto site, however assistance dogs are welcome with prior notification.

Smoking

We are a strictly no smoking or vaping site, this includes the front entrance areas to the school.

Wifi

Wifi is available by prior arrangement.

Walls and floors

Blue/white tack and sellotape are not to be used on any walls, additionally, tape is not to be used on wooden floors due to the damage it can cause.

Defibrillators

We have two defibs onsite; one in the porch area to the Medical Centre and one inside The Great Hall in the Foyer. Please notify us immediately if one is used.

Food & Drink

Food & drink is to only be consumed in areas that have been pre-arranged.

Check Out

When checking out the site must be left as it was found (all confetti must be cleared from the site into bins provided). The Manager on Duty will carry out a check out with the hirer.

Behaviour

The hirer shall be held responsible for the order and the good behaviour of all persons attending or connected with the hire at all times.

Security

The hirer is responsible for the security of their event and enforcement of the above guidelines. All hirers must provide a suitable number of staff to monitor the Great Hall and surrounding areas to ensure compliance with Kent Colleges guidelines. This is set at a minimum of 5 for large events. These staff must be wearing the KC External Co-ordinator purple lanyards whilst on site for easy identification.

Fire Safety

On arrival your core team will be given a site orientation and made aware of any pre arranged fire drills, given fire safety guidance and shown the meeting point in the event of an evacuation.

First Aid

Suitable First Aiders must be provided by the hirer for the event. Any accidents or near misses must be reported to the Duty Manager.

If you need any assistance during your hire please speak to the Duty Manager.