

# Special & Social Events

## Information pack

**The Education Village is able  
to support a complete range  
of events including indoor  
and outdoor sports,  
performing arts, parties,  
weddings, promotional  
launches and conferences.**



Education Village  
Salters Lane South  
Darlington  
DL1 2AN

The school is extremely well situated  
only 3 miles from J59 off the A1 (M)  
with parking for over 200 cars and is  
well served by public transport

Phone: 0191 260 5336

Fax: 0191 260 5340

E-mail: [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)

[www.kajimacommunity.co.uk/darlington](http://www.kajimacommunity.co.uk/darlington)

# Kajima Community

Thank you for your initial enquiry into the hire of the facilities at the Education Village in Darlington. Kajima Community are responsible for managing, caretaking and hire of facilities and work in partnership with the school and Darlington Borough Council to make the facilities accessible to the local community, groups, organisations etc. In addition to the Education Village, Kajima Community also manage Harrowgate Hill Primary School in Darlington, which you may want to consider.

Please find enclosed within this event pack our hire charges, room data sheets together with a booking form, terms and conditions/code of conduct and the emergency action plan.

We have many facilities suitable for a wide range of activities; therefore we would suggest a pre-visit is made to view the most suitable area/s.

As a potential hirer, Kajima Community ask that you read the information contained and if you would like to make a booking, return your signed booking form to:

KAJIMA COMMUNITY,  
5-7 The Friars,  
Newcastle upon Tyne,  
NE1 5XE

Or email [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk) at your earliest convenience clearly stating the dates and times required.

In order to confirm your booking Kajima require:

- A completed and signed booking form.
- An onsite meeting to discuss in detail the arrangements.
- A deposit (50%) to be paid by credit or debit card.

We look forward to processing your booking as soon as possible. If you have any questions regarding your enquiry, please feel free to call Kajima Community on 0191 260 5336.

Best wishes

*Kajima Community*

# Special & Social Events at the Education Village

## Hire charges – 2009/10

### Large Hall/Performance Hall

Weekdays (6.30 pm to 11pm)	£645.00
Weekends PM (up to 5 hrs, 11pm latest finish)	£745.00
Weekends AM (up to 4 hrs,)	£445.00
Public Holidays (up to 5 hrs, 11pm latest finish)	£845.00
Additional hall hire, per hour	£60.00

### Sports Hall

Weekdays (6.30 pm to 11pm)	£795.00
Weekends (up to 5 hrs, 11pm latest finish)	£895.00
Public Holidays (up to 5 hrs, 11pm latest finish)	£995.00
Additional hall hire, per hour	£90.00

### Additional items

Kitchen Hire (up to 5 hrs)	£250.00
Bistro Hire (up to 5 hrs)	£150.00
Kitchen and Bistro Hire (up to 5 hrs)	£350.00
Corkage	TBC
Catering - Various menu options available	TBC
Additional rooms available from	£15.00ph
Bleacher seating	£80.00
Audio visual equipment	TBC
Technician	£20.00 ph
Security	TBC

Room charges include tables and seating for up to 350 guests.

All prices are subject to an increase from the 1<sup>st</sup> April 2010

# LARGE HALL

## EDUCATION VILLAGE - DARLINGTON



0191 260 5336 or [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)



### Equipment Available

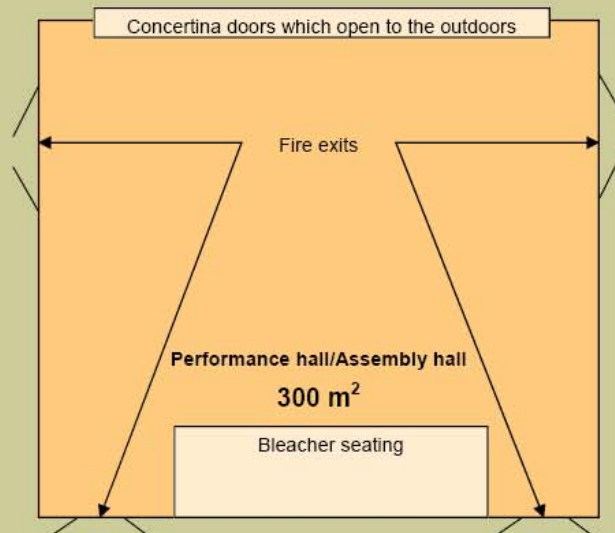
- Portable staging
- Mats
- Bleacher seating
- Audio/visual facilities
- Semi sprung floor
- Tables & Chairs

### Catering and Kitchen hire available

### Suitable Activities

- Weddings
- Conferences
- Trade fairs
- Parties
- Productions
- Concerts
- Seminars
- Sport
- Rehearsals

### Plans (Performance hall/Assembly hall) 300 m<sup>2</sup>



# SPORTS HALL

## EDUCATION VILLAGE - DARLINGTON



0191 260 5336 or [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)



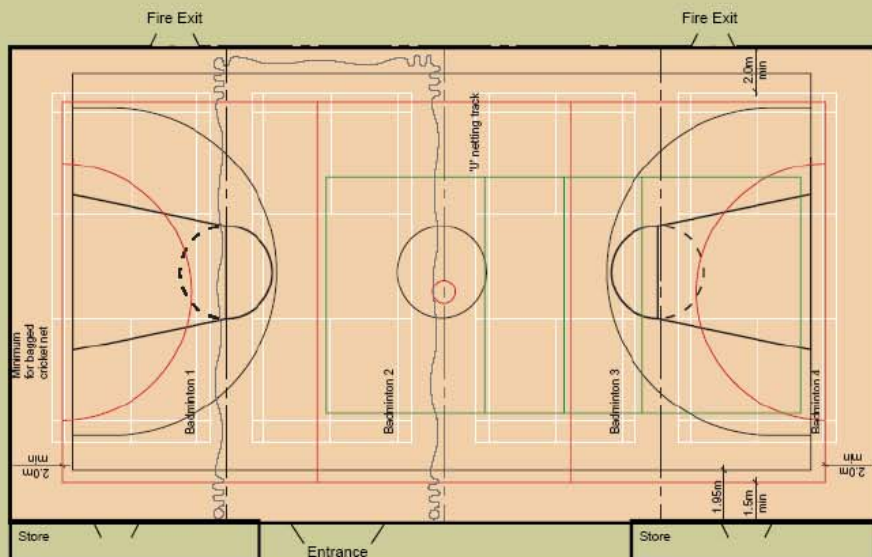
### Equipment Available

- 5 A Side goals
- Netball posts
- Badminton Posts
- Volleyball posts
- Cricket nets (2 bays)
- 6 x Basketball hoops
- 1/2 court net
- Table tennis tables
- Portable staging
- Semi sprung floor
- Benches
- Whiteboards
- Mats
- Audio/visual facilities
- Tables & Chairs

### Suitable Activities

- 5 A Side football
- Netball
- Badminton
- Volleyball
- Cricket
- Martial Arts
- Indoor athletics
- Basketball
- Gymnastics
- Children's parties
- Aerobics
- Training Events
- Weddings
- Conferences
- Exhibitions

### Plans (Sports hall) 594 m<sup>2</sup>



# SMALL HALLS X 4

## EDUCATION VILLAGE - DARLINGTON



0191 260 5336 or [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)



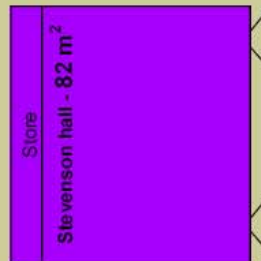
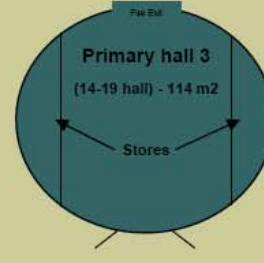
### Equipment Available

- Table tennis tables
- Portable staging
- Semi sprung floor
- Benches
- Tables & Chairs
- Whiteboards
- Audio/visual facilities
- Mats

### Suitable Activities

- Dance classes
- Children's parties
- Aerobics
- Training Events
- Martial arts
- Weddings
- Rehearsals
- Conferences
- Children's parties
- Exhibitions
- Gymnastics
- Meetings

### Plans (Primary hall 2) 125 m<sup>2</sup>



# BOARD ROOM

## EDUCATION VILLAGE - DARLINGTON



0191 260 5336 or [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)



### Equipment Available

- Whiteboard
- Projector
- Flipcharts
- TV
- DVD
- OHP

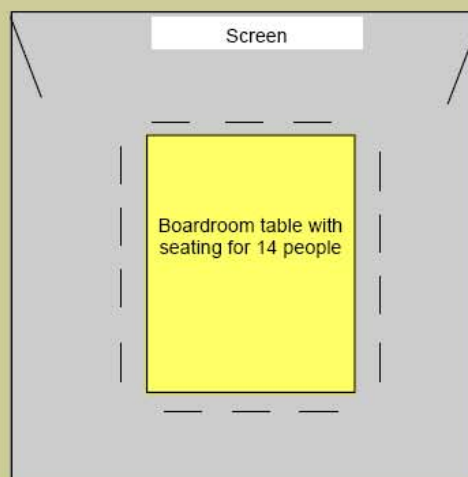
### Suitable Activities

- Meetings
- Conferences
- Interviews

### Catering available

- Refreshment beverages
- Breakfast
- Working Lunches
- Cold finger buffet
- Cold buffet
- Ploughman's platter
- Fork buffet
- Hot finger buffet
- Formal lunch
- Formal dinner

Plans 34 m<sup>2</sup>



# Booking Form

The Education Village, Salters Lane South, Darlington, County Durham, DL1 2AN



Telephone: 0191 260 5336 Fax: 0191 260 5340 Email: darlington@kajima.co.uk

1. YOUR DETAILS		INVOICE DETAILS (if different)	
Name:			
Name of Coach/Leader:			
Organisation/Club Name:			
Address:			
Postcode:			
Telephone No:			
Mobile No:			
Email:			
Charity/Club Affiliation No:			

To make your credit/debit card payment please call 0191 2605336

**For Office Use Only**

ON VB:

DATE: \_\_\_\_\_

CONF SENT:

DATE: \_\_\_\_\_

ON G DRIVE:

DATE: \_\_\_\_\_

Your booking is based on the information provided on this form. If personal or club details change during the hire period you MUST inform Kajima Community in writing before continuing with your booking.

2. SPORT FACILITIES		Changing Facilities	Please Tick				
Activity	Equipment Required	Yes/No	Male	Female	Bath	Adult	Jr
Sports Hall <input type="checkbox"/>		Yes/No					
Grass Pitch <input type="checkbox"/>		Yes/No					
Multi Use Games Area <input type="checkbox"/>		Yes/No					
Swimming Pool <input type="checkbox"/>		Yes/No					
Hydrotherapy Pool <input type="checkbox"/>		Yes/No					

If you hire either of the pools you MUST provide Kajima with copies of all Lifeguard qualifications prior to the commencement of your booking.

Special Requirements  \_\_\_\_\_ For the use of specialist equipment you must provide evidence that you are qualified.

3. OTHER FACILITIES		Activity	Requirements	No of Attendees
Classrooms <input type="checkbox"/>				
Specialist Classroom <input type="checkbox"/>				
Performance Hall <input type="checkbox"/>	(300m <sup>2</sup> )			
Primary Hall 1 <input type="checkbox"/>	(117m <sup>2</sup> )			
Primary Hall 2 <input type="checkbox"/>	(117m <sup>2</sup> )			
Primary Hall 3 <input type="checkbox"/>	(114m <sup>2</sup> )			
Stephenson Hall <input type="checkbox"/>	(82m <sup>2</sup> )			
Dance Hall <input type="checkbox"/>	(116m <sup>2</sup> )			
Drama 1 <input type="checkbox"/>	(80m <sup>2</sup> )			
Drama 2 <input type="checkbox"/>	(80m <sup>2</sup> )			
Other (Please State) <input type="checkbox"/>				

4. MUSIC		Type of Music
Will music be performed during the hire? <input type="checkbox"/>		
Live Music <input type="checkbox"/>		
Recorded Music <input type="checkbox"/>		

5. HIRE DATE			
Date	From	To	Exclusion Dates
Day of the Week			
Time	From	To	

Please note: Bookings are based on a duration of 55 minutes to allow for equipment changeovers

6. In signing this booking form I agree to be personally responsible for the payment of all fees and agree to be legally bound by the terms and conditions of hire and code of conduct. In the event of hiring the pool I have received a copy of the Normal Operating Procedures and Emergency Action Plan.

Price  Signed  Date

Please return completed forms to: Kajima Community, Sutherland House, 5-7 The Friars, Newcastle upon Tyne, NE1 5XE

## Terms and conditions/Code of Conduct

1. Rooms and hired areas will be available to use from the time they are booked. If clients arrive before this time, access to the room may not be available. When booking, please

allow time before the event is due to start, and for overruns. Your event must end and the room be cleared no later than the finish time as stated on your booking form.

2. All members of your group must be contained in the rooms that have been booked out only. The only other areas that you may use are the toilets and thoroughfares to and from the rooms hired.
3. Should your Booking continue after the agreed finish time, Kajima will make every endeavour to accommodate your wishes. However should a Leisure Attendant request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you should immediately comply.
4. Charges will be incurred on a pro-rata basis for any time run over booking times.
5. It is your responsibility to ensure that Rooms and Spaces are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in a charge levied for cleaning.
6. Any accidents or damage occurring within the premises must be immediately reported to the Leisure Attendant on duty and will be logged in our Accident Book.
7. Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or any other means without consultation.
8. There is strictly no smoking in the building or outside in the school grounds.
9. Under no circumstances may food be brought into the Classrooms. All food should be consumed in the Dining area or a designated area which has been agreed.
10. We reserve the right to cancel your Booking with immediate effect and without liability if at the sole discretion of Kajima, it appears that:
  - a. The Booking may bring bad publicity or disrepute upon the company.
  - b. The Booking may be illegal.
  - c. The Booking is of a different nature to that confirmed by you.
  - d. The number of attendees may exceed published capacity figures and it is not possible to reorganise the Booking within the Society's premises.
  - e. It is possible that you may not be able to honour your obligations under the Contract.
  - f. You fail to pay any required deposit
  - g. You breach any of the conditions of these signed Conditions of Booking.
11. In the event of cancellation under the circumstances described above, any deposit paid by you may, at the sole discretion of Kajima, be retained.
12. *Hired Equipment:* Laptops, projectors and audio visual equipment can be hired for a fee. Prior notice is required and the hirer is responsible for any damage caused.
13. It is advised that you keep your valuables with you at all times. Kajima Community takes no responsibility for items that are stolen. Hired areas can be locked upon request.
14. There is a notice in each room regarding fire procedures. Please note and inform your delegates of this important information.
15. All public areas in the building are fully wheelchair accessible. There is a permanent ramp for entry into the building and lift facilities to all floors.
16. Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirers activity. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult/s.
17. **Use of Kitchen/s** - Requirements relating to the Hire of Catering Facilities to External Parties who will provide their own Food

Catering at the Education Village has an excellent reputation of providing high quality refreshment services. To protect this reputation everything possible must be undertaken by a hirer of the facilities. The following criteria will need to be met prior to any catering facilities in the Education Village being hired.

- The Kitchen which may be available for hire contains the following equipment which will be available for use
  - 2 x ovens
  - 2 x steamers
  - 1 x dishwasher
  - Cooker tops
  - Mixer
  - Trolleys
  - Various stainless steel work benches
  - Hand wash sink with anti-bactericidal soap
  - Utensils
  - This equipment will be provided in a clean condition as will the floor, walls and ceiling.
  - Please consider your kitchen use when entering the times you require the facility. It will not be possible to enter the kitchen premises prior to then.
  - The kitchen and all equipment used is to be left in the same condition as it was found at the end of the function i.e. scrupulously clean, **failure to do so will result in additional charges**. The kitchen cannot be left in an untidy state and food etc may not be left in fridges overnight.
- Cleaning equipment i.e. cloths, detergents, mops, brushes, refuse sacks etc. will NOT be available to you for your use. Please ensure you provide adequate equipment for your booking.
- It will be expected that anyone present in the kitchen will be appropriately dressed complete with headwear to comply with Food Hygiene Regulations 1995.
- **Anyone present in the kitchen will also be required to satisfactorily complete a health questionnaire prior to using the facilities. These will be issued on the day.**
- A member of the facilities catering team (Cook) will be present to assist with lighting of and use of equipment.
- The Cook will monitor and record the temperature of foods as they enter the kitchen and will have the authority to dispose of food if it food exceeds critical temperatures when it enters the building. **Access to foods must be given and assistance may be required to undertake this.**
- The Cook will monitor and record temperatures once food has been re-heated prior to service to ensure that critical temperatures are reached.
- The Cook will not be present to cook the food or clean and tidy the kitchen at the end of the evening. The Cook will however ensure the correct standards of cleanliness are achieved. **If a satisfactory standard is not achieved, additional charges may be levied.**
- Food which is to be re-heated in the oven should be in containers no more than 10cm high, to ensure thorough re-heating.
- It is expected that any equipment or food brought into the Education Village will be of the highest standard and will have been prepared in ideal conditions to comply with The Food Hygiene Regulations 1995.
- **You MUST provide details of your due diligence defence in writing. This will include the following details**
  - **Where the food was produced**

- **Who has produced the food? Details of Food Hygiene training of staff should also be included.**
- **When the food was produced with records of critical temperatures achieved**
- **How the food was transported including temperature and time records**
- No raw food will be prepared on site.

Access will be available through the Main entrance. The Kitchen is on the ground floor behind the reception. **Please note the function hall is approximately 75m from the kitchen**, you must take into consideration the distance when arranging the transportation of equipment and food.

The Function Kitchen (known as the BISTRO) is also available for hire, with no catering staff provided by Kajima Community.

Please note kitchen staff room and toilet will not be available for use. They must use the school toilets.

Caterers should provide their own black sacks for rubbish, all the bins to be emptied out into skips and clean bin liners replaced.

A charge of £30.00 will be charged if the kitchen, servery area and floor is not left clean as on arrival.

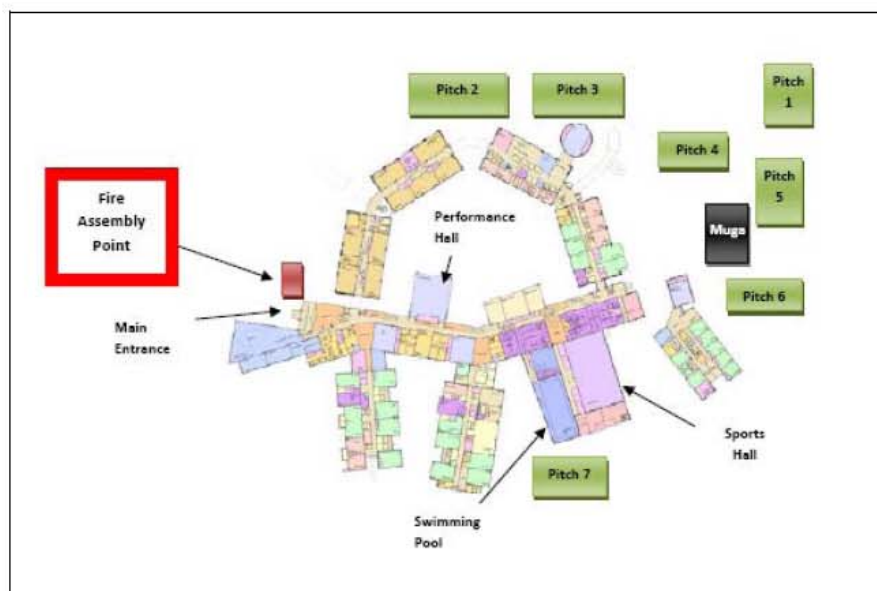
18. Helium balloons metallic or otherwise cannot be used in any rooms unless by prior arrangement with Kajima.
19. Fog or smoke machines cannot be used in any part of the school.
20. Confetti cannot be thrown or placed on tables or elsewhere in the school.
21. Fire doors should not be propped open using fire extinguishers or any other item.
22. Furniture and equipment can only be used if agreed by Kajima. If school equipment is to be used and permission has been granted for this, guidance on the use of equipment must be given beforehand.
23. Electrical items can only be used if they are PAT tested and certificate are provided to Kajima before event begins.
24. It is the hirers responsibility to ensure a first aider is part of the group. A first aid kit available from Kajima if required.
25. All vehicles must park in the designated bays only. If the hirer wishes to unload and load equipment this must be by prior arrangement only. All unloading and loading can only take place via the service road. Once the vehicle has unloaded the items, this vehicle must park in the designated car park at the front of the site.
26. Due to health and safety reasons a designated area has be set-a-side for the purpose of a barbeque or other outdoor cooking activity. There are strict rules governing this type of event which should be agreed with the Kajima prior to the event.
27. If the number of participants exceeds the amount given on the booking form, it may be necessary to draft in extra members of staff. This will be charged to the hirer and taken from the deposit.

# Community Use - Emergency Action Plan

## 1. EVACUATION – Pool users please see additional information in 1.1.

If the fire alarms sound, all persons on site must go to the designated fire muster point which is located in next to the bike shed near the main reception. (See diagram below).

Hirers / coaches must ensure all persons behave in an orderly manner and ensure **access is left clear for emergency vehicles.**



All hirers / coaches are responsible for ensuring all persons / attendees on site as a result of their booking evacuate the building by vacating the building by the nearest exit and closing the doors behind them. Evacuation must take place in a calm and orderly manner.

The Kajima Community member of staff will meet all groups at the muster point and will liaise with each hirer / coach to establish if any groups have missing persons.

If anyone is reported missing, this will be relayed to the MITIE site supervisor / caretaker and the emergency services.

If the fire alarm is a false alarm, the MITIE site supervisor / caretaker is the only person who can deem it safe to re-enter the building.

The MITIE site supervisor / caretaker will keep all users informed as much as possible with progress throughout an evacuation.

If there is power failure or any other utilities that affects the use of the building, MITIE will decide whether the activities can still go ahead safely. MITIE will notify Kajima Community to inform other hirers coming later in the evening or the next day if it is not suitable to use.

On no account should any person attempt to tackle a fire however small unless it blocks their direct means of escape i.e. a room within a room.

The lifts will return to base and the doors will remain open during an evacuation, however, on **NO** account should any attempt be made to use any passenger lift.

On **NO** account should any person re-enter the building.

On **NO** account should any person ignore any fire alarm, assume that the fire alarm is false or fail to leave the building.

### **1.1 Main Swimming Pool and Hydrotherapy pool**

Specific **Emergency Action Plan** arrangements for users of the **swimming pool** and **hydrotherapy pool**.

The hirer / coach is responsible for providing an 'Emergency Action Box' which should include survival blankets and plastic overshoes to be given out to evacuated swimmers.

Action to be taken by hirer/coach on hearing the alarm

1. Prepare all persons to evacuate the building by assembling at the fire exit located within the main pool hall adjacent to the hydrotherapy pool (swimming pool muster point).
2. Await further instructions – do not open the fire doors, leave the area or return to the pool until you are told to do so - this will assist with maintaining body heat and lessen exposure to external elements.
3. **If danger is imminent evacuate immediately**
4. The hirer / coach must take their first aid kit and emergency action box to the assembly point
5. Close all doors behind you.
6. Report to Fire Assembly point which is located in next to the bike shed near the main reception.

### **2. STAFF RESPONSIBILITIES**

**MITIE** – Upon hearing the alarm the Site supervisor must unlock the double gates between blocks 1 and 5 before undertaking any other duty.

**KAJIMA** – In the event of a false alarm and once given permission to re-enter the building the Kajima Leisure attendant will make their way to the swimming pool muster point to inform any persons waiting in this refuge area that they may stand down

### **3. FIRST AID**

All hirers are responsible for first aid within their groups. Kajima community staff will phone an ambulance if necessary and MITIE will be responsible for getting the ambulance to its designated place.

If necessary MITIE will record the incident/accident in their accident book.

### **4. TELEPHONING THE EMERGENCY SERVICES**

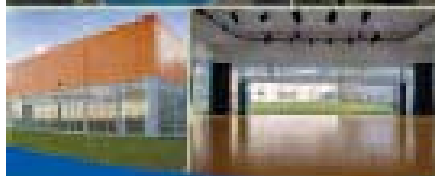
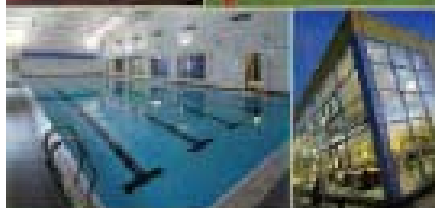
The MITIE site supervisor must be informed if the emergency services have been called in order to allow access to relevant areas.

- **All hirers / coaches** must sign in and out the **Kajima Customer attendance sheets** held at the main reception desk.
- **All attendees** must sign the **activity register** also held at the main reception or report to their hirer / coach if the hirer / coach has agreed to keep a record of all their users. These registers will be used in order to establish if their entire group has evacuated safely from the building.

# ARE YOU LOOKING FOR A VENUE?

## Darlington Education Village could help

FACILITIES INCLUDE drama studios, sports halls,  
swimming pools, basketball courts, football fields  
& conference centres and  
meeting rooms



The £37.3million development open at Darlington Education Village is available to the public for hire.

Whether you, or your sports club, are looking for a football pitch, a venue for a youth club, are looking to start up a club or society from scratch, or are simply on the lookout for suitable locations in which to host meetings, Kajima Community @ Darlington Education Village could help.

### Bookings & Enquiries

Tel: 0191 260 5336

Fax: 0191 260 5340

Email: [darlington@kajima.co.uk](mailto:darlington@kajima.co.uk)

[www.kajimacommunity.co.uk](http://www.kajimacommunity.co.uk)





