

# Family Events at KVDT Hub Booking Information, Terms and Conditions

### Location

Our Community Hub is located at St Stephen's Church Hall, Norman St, Leeds. LS5 3JN

There is on street parking in the area but please take care not to block in local residents Please do not park in the spaces allocated for the medical centre.



# The Community Hub

The Hub consists of different rooms; a large hall, meeting room, office, kitchen and Jita's Beauty Room. There may be other members of the public using the hub so we ask you to keep to the designated areas. Under 18s must not enter Jita's Beauty Room, the kitchen or office unless accompanied by an adult.

There are toilets and baby changing facilities on site. There are facilities for drinks and light snacks. Please lock up bikes outside or in the entrance area before entering the Hub, these are left at your own risk. Please bring valuables in with you.

### Covid 19 Guidance

We will be following the current government guidelines and will expect attendees to also follow them to keep everyone safe. Sanitiser and hand washing facilities are available at all times and we encourage people to use them before hands-on activities. Anyone not keeping to these guidelines will be asked to leave the hub.

## Times and Food

Our Community Hub is open on weekdays between 9am and 3pm. You are welcome to use the space in this time although some rooms may be not available if a class or group is working in there.

Hot and cold drinks and snacks are available in our cafe area. Donations towards these are very welcome! A vegetarian option will always be available but we can not always accommodate other dietary needs and preferences. It is your responsibility to check ingredients for allergies.

### **Activities**

The activities will be supervised and advised by an experienced leader. You are responsible for your own safety and that of any children attending with you at all times. You will be advised how to carry out any activities safely, please make sure you listen carefully to instructions. Anyone deliberately not following direction from activity leaders will be asked to leave.

If you need further information you can contact Kirsty at kirsty.ward@kvdt.org.uk