

Abbey Youth Cabin: Information for hirers



Entry

The Youth Cabin keys are collected from Leisure Centre Reception desk. You will be required to sign the keys out and back in each time you hire the cabin.

These keys will give you access to the main door into the cabin only. Any other keys for internal doors will be kept in the cabin. Internal keys will give you access to the meeting room and kitchen.

Please note: use of the sports facilities is NOT guaranteed when booking the youth cabin. Separate sports facility bookings will need to be made if you require the space.

Community Room

The community room has tables and chairs for 20 people available to you to use but only for use within the cabin. If they are not already in the main room, they are stored in the meeting room on the left.

Kitchen

There are no facilities for cooking food, you are however welcome to bring along prepared food or cold items you would like to prepare with your group such as sandwiches. A kettle and toaster are provided, please follow usual safety precautions when using these and clear up any spillages after use.

You will need to ensure that you bring your own milk, tea, coffee etc. if you would like hot drinks. There is an instant hot water tap in the kitchen however please exercise caution when using this and follow the instruction video or the instruction leaflet provided in the cabin.

Items such as tea towels, washing up liquid, cloths etc will be provided. If these are running low, please ensure the Parks and Recreation team are made aware. There is cutlery and crockery available for 24 people. Please return it to the kitchen after the event and wash up anything that has been used. There is also a kettle and toaster available.

Please take any food items out of the fridge at the end of your booking. We do expect the kitchen to be left in a tidy condition after the booking.

In case of an emergency

Abbey Youth Cabin has its own fire alarm system however it is NOT connected to the emergency services or the Abbey Leisure Centre. If a fire is detected, it is the responsibility of the hirer to contact the emergency services via 999 and the Leisure

Centre staff. The alarm will sound from the panel located in the main community room. Do not silence this until the emergency services arrive. If access by the emergency services is needed, the leisure staff will ensure the gates are open for their arrival.

First aid equipment can be found in the Leisure Centre by alerting a member of staff. There is no first aid facilities available in the cabin however you are welcome to provide your own should you wish.

In the event of a fire, please use the exit and calmly make your way to the assembly point which is in the main car park opposite the Leisure Centre entrance.

If you require immediate assistance within the youth cabin for a not life-threatening emergency such as a water leak, please speak to the Duty Manager in the Leisure Centre who will take charge of the situation.

Maximum capacity in the cabin: 24 people

Locking up

Please leave the cabin as you have found it. That may include sweeping the floors and washing up. Please take all rubbish away with you or you may incur a further charge for the rubbish left. If you need to access cleaning equipment, there will be a small amount in the kitchen cupboard.

The Leisure Centre cleaning team will go in during the week and will report anything that is not as it should be. Also, if you have any issues, please do report them to parksandrecreation@cambridge.gov.uk and the Leisure Centre staff.

Please lock all the doors and windows and return the keys to the reception desk. Please ensure lights and appliances are switched off including heaters or air conditioning. Please take any excess rubbish with you after your booking or make the Leisure Centre staff aware that they need to empty the bins.