

ADDERBURY PARISH INSTITUTE

THE GREEN, ADDERBURY

Registered Charity No. 277716

Access Statement for Adderbury Parish Institute (API)

We aim to provide a first class experience for all visitors, groups, clubs, societies and businesses (hereafter called “users”) whether potential, regular, single booking or ad-hoc in their dealings with Adderbury Parish Institute. We are continuously looking to improve accessibility, our facilities and the user experience.

Access to the Institute

- Adderbury Parish Institute is available to hire every day of the week.
- Adderbury Parish Institute engages the services of a Hall Manager who will provide a key fob for building access. Regular users will be given their own key fob (although this remains the property of API).

Bookings and Availability

- We maintain an online booking calendar which is available to view at all times via our website at www.adderburyinstitute.com
- Bookings and booking payments can be made via our website at any time, or by contacting our Hall Manager.
- Adderbury Parish Institute seeks to promote its own activities and the activities of its users via Facebook (www.facebook.com/adderburyinstitute) and twitter (@adderburyinstitute).
- Adderbury Parish Institute will promote its own usage through Adderbury village’s magazine – “Contact”, via the village website (www.adderbury.org) and in the Adderbury section of the Banbury Guardian newspaper.
- Adderbury Parish Institute is available to users for the foreseeable future.

Arrival and Car Parking Facilities

- Adderbury Parish Institute is located next to the Oxford Road on the Green in Adderbury. Our post code is OX17 3NE.
- Pedestrian access is via the door at the front of the building and this is via a very slightly inclined approach, but without steps.
- There are three parking spaces immediately off the road in front of Adderbury Parish Institute and two of these are reserved for disabled users.
- Plenty of further parking is available on the road alongside the Green. Care should be taken to avoid blocking our neighbour’s entrance.

Public Areas – General

- Adderbury Parish Institute entrance hall is accessed through two front doors (1.5metres wide) off a very slight even incline from the pavement outside.
- From the entrance hall the main hall again is accessed through two doors (1.7metres wide) on the same level.
- The rear room is accessed from the back of the main hall through a single door (80cm wide) on the same level.
- There is a fire escape from the rear room through a door (92cm wide), down 4 steps with a handrail, into the garden.

- The main hall balcony (above the entrance hall) is accessible only by stairs which rise to the left of the entrance hall with a hand rail all the way.
- All areas of Adderbury Parish Institute are non-smoking areas.

Public Areas – Toilets

- All toilets are accessed via the entrance hall, to the right.
- The toilet for disabled users is accessed through a door (92 cm wide) which opens outwards. Access is level and the door locks by a twist lock.
- Toilets for male users can be found to the left at the end of the entrance corridor through a door (80cm wide) which open inwards on the level. Facilities include three urinals, one cubical toilet with a sliding lock, a sink with water, soap and handtowels.
- Toilets for female users can be found to the right at the end of the entrance corridor through a door (80cm wide) which opens inwards on the level. Facilities include two cubical toilets with a sliding lock, two sinks with water, soap and handtowels.

Public Areas – Kitchen

- Access to the kitchen area is via a door to the side of the main hall (80cm wide).
- The kitchen contains a professional electric cooker, professional microwave, dishwasher, fridge/freezer, hand washing sink and general sink. These are available to all users.
- The worktops are at a height where wheelchair users may have some difficulties.

Hearing Assistance

- Adderbury Parish Institute has an induction loop system installed. It is the responsibility of users who wish to take advantage of the loop to request instructions and, if relevant, equipment from our Caretaker.

Charges

- Our current scale of charges can be found on our website at www.adderburyinstitute.com. Different rates operate for charitable / non-profit organisations, businesses and peak periods.
- Bookings are accepted for a minimum of two hours.

Contact Information

- Contact with our Hall Manager and Committee members can be made by email with addresses available via our website (www.adderburyinstitute.com), or through a contact form on this website.
- Our Hall Manager can be contacted by telephone on 07790 293141.