

The Chrysalis - Car-Parking Checklist.

We will deduct £30 from your returnable deposit if any of the following are not completed.

Car-Parking:

The Chrysalis main car park is the *Peace Pagoda Car-park* situated across the V10 Brickhill Street. This has up to 300 spaces free of charge.

You, as the hirer, have to appoint competent people to direct cars to the appropriate place. The Camphill car parks are to be used only by disabled badge-holders, latecomers, cast and crew. There are up to 60 spaces, depending on other events happening in the Camphill Community.

Residents of the Camphill Community will often volunteer to support your event, but this cannot be guaranteed on the night.

Health & Safety:

- Hi-visibility jackets and trousers: these are located in the lobby by the ladies toilet. (They must be returned and put in their marked places.)
- Torches: these are located in the lobby by the ladies toilet. (Return them to their marked places and put them on to charge.)

Communications:

- Collect the radio transmitters located on the shelf in the lobby by the ladies toilet. (Return to the charging units and check they are charging).

Footpath and road barriers:

- Put the chain with its sign across the path leading down the side of the house. (Chain and sign are kept on their post outside. Remove once your audience has left.)
- Collect the “No Entry” sign located in the lobby by the ladies toilet. Stretch it across the road on the post provided. (This must be removed when all your audience is in, and returned.) **P.T.O.**

Thank you for your co-operation. The Chrysalis is looking forwards to welcoming you back soon.

Chrysalis Management Team

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- Collect the “No Entry except for Loading & Un-loading” sign & chain located in the lobby by the ladies toilet. Place it between the post provided leading down to the loading area at the side of The Chrysalis.
- **Suggestion for large event:** For large events we recommend a minimum of 5 car park attendants, as follows:
 - 1 person by the end of Japonica Lane to send cars to the Peace Pagoda car-park:
 - 1 person to guide members of the audience who have chosen to cross the V10 around the Green:
 - 1 person in the Peace Pagoda car park to guide the audience to the bridge that crosses the V10 and the path that leads into Camphill:
 - 1 person at the entrance to Camphill to guide them down to The Chrysalis.
- **Camphill is a living working Community with adults with learning disabilities.**
- **The residents live and work 24/7 around the theatre.**
- **The Green is their front lawn, and we would appreciate you keeping the noise level down at the end of your event, as many residents retire to bed by 9:30 pm.**

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Chrysalis Management Team