

Notes of a meeting of the Stanlake Pavilion Working Group held at 7.45 pm on Wednesday 8th November on TEAMS.

1. The committee discussed and agreed room measurement requirements as follows:

Proposed area	Space required
Reception area / front desk	Not required
Parish Council office space with room for 3-4	40m ²
Storage [office / fete / Ranger / tables & chairs plus space for users storage & local organisations]	Important to ensure there is sufficient.
Plant room	
Meeting Space – large modular space	17m x 9m = 153m ²
Bar (near kitchen)	Sink and bar / shelves not lines etc Thought to hire as a facility not running a bar. 5m x 4 m = 20m ²
Café (near kitchen)	Franchise run 60m ²
Kitchen	Possibly join with café and bar 20m ²