



# The Pavilion

## Amendment to Hotel Management Plan

### 1.0.0 The Pavilion

The Pavilion will contain a meeting room, an extension to the office space, a food offer and a landscaped courtyard

1.1.0 The Meeting Room: The meeting room will be connected to the hotel's existing business and events facilities, and will run within the current hotel operating procedures

1.2.0 The Office Space: The office space will be connected to the hotel's existing office and will operate within the current hotel practices.

### 1.3.0 The Food Offer

1.3.1 It is proposed the food kiosk will open to the general public 7 days a week between the hours of 08:00 – 19:30

1.3.2 The courtyard will have a slight extension allowing it to stay open until 22:30 but only to those attending private functions in the Apartment; the courtyard will only be accessible via the internal meeting room after 19:30

1.3.3 The hotel management team and food operator will ensure that noise levels are kept to a minimum throughout the day and will monitor those levels constantly

1.3.4 The Pavilion will operate a no-smoking policy and anyone using the kiosk who wishes to smoke will be asked to use the hotels designated smoking area on High Holborn

### 1.4.0 The Service Delivery Plan

1.4.1 The hotel's detailed Service Delivery Plan will be extended to cover the new Pavilion

1.4.2 Deliveries will be minimal (approx. 2 per day) and will be made between the hours of 08:30 – 18:00

1.4.3 The Pavilion will operate using the hotels existing refuse collection procedures and will require no extra bins or collections

1.4.4 The hotels existing pest control contract will be extended to cover the Pavilion and the hotel's management team will ensure the area is clean, tidy and well-kept at all times

1.4.5 The Pavilion will be cleaned extensively each day both before, during and after service and the hotel management and housekeeping department will ensure the highest standards at all time