



HIRERS INFORMATION:

- **Emergencies** – please familiarise yourself and your guests with fire exits and ensure that exit routes are kept clear. The assembly point is located at the back of the centre. First Aid kit is in the kitchen.
- **Safety issues** – you are responsible for safe use of all the facilities. Please be aware of inherent risks in use of kitchen, electrical equipment. **No children are allowed in the kitchen.**
- **Accidents, breakages, faults** – please inform any accidents/breakages to receptionist
- **Electrical equipment** – Electrical equipment must comply with current health and safety standards and might require a PAT test.
- **Toilets** – Men's/Ladies and Disabled toilets are situated on the left of the Atrium, please keep clean and tidy after use.
- **Kitchen crockery** – in the unlocked kitchen cabinets –glasses, cups, plates. All to be returned clean and dry. Tea cloths are by sink.
- **Food & Drink** – No food or drink is allowed outside the premises.
- **Kitchen equipment** – for use by capable adults only. Please observe safe food handling practices.
- **Lights** – Halls 1 & 2: light switches are in main hall. Number 1. Is to turn on all lights, number 8 is to turn them all off. Numbers 2 – 7 is to turn different row of lights off/on.
- **Tables and chairs** – in store room (Main Hall, storage cupboard on the left), please return clean.
- **Brooms, sweeper, mop, dustpan** – in cleaner's cupboard - please ask at reception.
- **Rubbish** – please take the bulk of your rubbish away with you - Refuse Bins are situated at the back of the centre. Ask reception staff if you are unsure.
- **Heating** – has been time set for your hire. Extra hour can be set by pressing button on unit in hall.
- **Decorations** – You will be charged for cleaning up/ damage from use of bluetack, sellotape, confetti, silly string, etc.
- **Parking** – Please do not park near the bus stops as it causes a disruption for buses etc...
- **Noise** – Volume levels must be sensible, the centre does have a noise monitor and if reception staff feel the volume is high, they will ask you to turn it down. **When leaving the premises please do not create a nuisance and be mindful of our residents. Please arrange for supervision for parties that finish late. Winter: 9pm, Summer: 10pm.**
- **Ground floor outside space near toilets:** This is not to be used as it belongs to the nursery, please make sure children do not go out in that area.

End of hire checklist –

- **Hall, kitchen, equipment, tables, chairs, corridors, toilets, bins and floors-** should all be left as you would wish to find them, clean, mopped and dry.
- Chairs and round tables should be in trolleys, Tables and chair trolleys are located in store room. (In main hall on the left)
- Any damage or faulty equipment or accidents should be reported to the reception staff
- All windows are closed
- All bulk rubbish should be removed.

Anything you are unsure of, please ask the reception staff in the office.

Thank You!