





## **REGULATIONS FOR ROOM USE:**

**THERE IS NO CAR PARKING FACILITIES AVAILABLE. THE CAR PARK AT FIRST IS FOR STAFF ONLY.**

IT IS A FIRE SAFETY REQUIREMENT THAT YOU PROVIDE FIRST STAFF WITH A REGISTER OF PEOPLE WHO HAVE TURNED UP FOR YOUR EVENT.

### ROOM CAPACITIES

YOU ARE RESPONSIBLE FOR ANY CHANGE TO THE LAYOUT OF ROOM USING THE FURNITURE AVAILABLE PRIOR TO EVENT AND FOR RETURNING ROOM TO ITS **ORIGINAL** LAYOUT.

### HOUSE KEEPING

WE ASK YOU TO:

- DEPOSIT ALL WASTE AND UNUSED FOODSTUFFS IN THE BIN PROVIDED
- WASH AND DRY ALL THE CROCKERY AND CUTLERLY AND STORE AWAY IN KITCHEN CUPBOARD
- LEAVE SINK AND WORK-SURFACES CLEAN AND DRY

### SMOKING

SMOKING IS NOT PERMITTED IN ANY PART OF THE BUILDING. WE ASK THAT SMOKERS DO NOT CONGREGATE AT THE FRONT OF THE BUILDING BUT INSTEAD USE THE REAR OF THE BUILDING VIA THE FRONT DOOR. **THE FIRE EXIT DOOR IN MEETING ROOM FOR EMERGENCIES ONLY – PLEASE DO NOT USE FOR GOING OUT TO SMOKE.** ALL CIGARETTE BUTTS MUST BE DISPOSED OF IN THE BUCKET PROVIDED.

### DAMAGE TO PROPERTY

PLEASE REPORT ANY DAMAGES IMMEDIATELY TO A MEMBER OF THE ADMINISTRATION TEAM. UNREPORTED DAMAGES MAY RESULT IN A CLAIM AGAINST YOUR ORGANISATION.

YOU ARE FULLY LIABLE FOR ANY DAMAGE MADE TO THE ROOM INCLUDING DAMAGE MADE TO FURNITURE & FIXTURES, EQUIPMENT AND CROCKERY.

PLEASE ENSURE THAT ANY SPILLAGES, ETC. TO THE CARPET ARE CLEANED **IMMEDIATELY.**

### FIRE EVACUATION

YOU ARE RESPONSIBLE FOR ENSURING THAT YOU ARE FAMILIAR WITH FIRE EVACUATION PROCEDURES WITHIN THE BUILDING AND FOR INFORMING OTHERS.

### WC

PLEASE NOTE THAT THE GENTS TOILET IS FIRST LEFT AT THE TOP OF THE STAIRS AND THE LADIES/DISABLED TOILET IS SITUATED DOWNSTAIRS NEXT TO THE KITCHEN.

### **OTHER FACILITIES:**

PHOTOCOPYING @ 5 P PER COPY

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