



WELCOME SHEET - PLEASE READ

Thank for choosing our community centre for your function or event. We hope we can meet your expectations and make this a very successful event. This Welcome Sheet is a reminder of some of the key Terms and Conditions that you agreed to when you booked your functions – and we would like to just refresh your memory of them, so you have a great function and do so safely and within the legal rules under which we operate – and thereby help to safeguard your compliance bond.

Some Do's

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| <ul style="list-style-type: none">• Do keep the Fire Exits and gangways clear at all times (including adjacent corridors)• Do decorate the suite, but please don't use adhesive tape on the wallpaper.• Do remove all decorations after your function, including drawing pins and sticky tac.• Do rearrange the room to meet your needs; but do so in agreement with the duty manager.• Do ensure any electrical appliances brought onto the premises are suitably (PAT) tested – including Disco equipment.• Do ask your guests to leave the premises quietly as to not disturb our neighbours.• Do ask if you need any guidance or help. | <ul style="list-style-type: none">• Do ensure all cold foods are placed in fridges when setting up your function. Cold food MUST NOT be above 8C for longer than 4hrs (from the time it is made).• Do ensure you have appointed a minimum of two competent attendants and they have introduced themselves to our duty manager.• Do bag all litter and rubbish after your function and leave the room tidy.• Do familiarise yourself and attendants with the Fire Exits and emergency procedures.• Do ensure the noise level is controlled and does not exceed the legal limits (if in doubt ask at the bar). |
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Some Don'ts

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| <ul style="list-style-type: none">• Don't use any real candles or naked flames unless you have prior authorisation.• Don't bring any drinks into the centre (including soft drinks) without a prior agreement from the centre when booking.• Don't use any decorations that are combustible; and please do not place decorations near lighting or heating appliances.• Don't leave any items on the premises after your event (inc discos) without prior authorisation. | <ul style="list-style-type: none">• Don't leave any cold foods displayed (above 8C) for longer than 4hrs – use the fridges provided.• Don't leave any hot food displayed (below 63C) for more than 2hrs.• Don't wedge open Fire Doors.• Don't use any pyrotechnics without prior authorisation.• Don't bring animals (except guide dogs) on to the premises without prior authorisation. <p><u>and for the Elbow Suite and Lounge Bar Only</u></p> <ul style="list-style-type: none">• Don't place buffet tables on the carpeted areas of these rooms. |
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We recommend all hirers read ALL the terms and conditions of hire (available from the office or on the website) – ignorance of these is no defence of non compliance.

All authorisations referred to herein must be obtained in writing at least 7 days prior to your function or event – authorisation cannot be granted by the duty manager.

(Please return this Welcome Sheet to the Duty Manager – Thank you)