

Example of an information sheet which could be given to hirers

This is an information sheet, which can be issued to a hirer. Obviously, this is just an example and the information may need to be amended in accordance with the particular hire.

1 Safety

In the event of a fire, the [Premises] should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the Telephone, Fire Exits and Fire Extinguishers must be noted before the [Premises] is occupied and the manner of opening Fire Doors should be made known to your guests. [(A sketch plan showing these is shown on the following page)]

2 Power Circuits

The power points are timed to turn off at 11.45 p.m. Please warn your guests, band or disco of this.

3 Telephone

A list of contact numbers is situated by the [Premises] Telephone. These are intended for emergency use only.

4 [Car Parking

The roadway leading to the [Premises] must not be obstructed. The [Premises] car park will accommodate [] number of cars. Any over flow should be diverted up the roadway and may park []. [Cars are not allowed on the []].]

5 Licence

The Premises Licence is to 11.45 p.m. only; this coincides with the end of your period of hire. After midnight only those helping to clear up the [Premises] should be in the [Premises]. Failure to comply with this will result in the forfeiture of your deposit.

6 Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to the local residents.

Please leave the [Premises] clean and tidy. In particular we ask you to ensure that [the tables are wiped clean before being stacked in the cupboard].

Any comment or observation that you may have regarding your hire should be addressed to [].

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION