

While your event is in progress

While your event is in progress, please...

checklist

- ☒ WWWWW
- ☒ WWWWW
- ☐ WWWWW

Make sure you and your guests follow the hire terms and conditions.

Make sure that everyone follows any of the terms and conditions that apply to your group. As the organiser, you're responsible for the activity that takes place during your hire.



Be safe.

Make sure that doors are closed, and children are supervised at all times. Do not work at height to hang decorations – we don't lend ladders and ask that you do not bring your own.



Move furniture safely.

Use the chair trolley. Have at least two people to move a table – they are heavy.



Do not use any device likely to set off the smoke alarms.

Any device which produces smoke is likely to set off the alarm.



Understand the fire evacuation procedures:

and what to do if the alarm sounds – information is on the noticeboards.



If there is an accident:

let us know and record this on an accident form
(in the blue folder in the entranceway)



Be considerate of other hall users and local residents.

Please keep your music and other noise at a reasonable volume, especially if the windows are open.



Enjoy your event!

We hope your event goes well and that you and your guests enjoy yourselves

Savernake Street Social Hall is managed for community use by a charity; a board of volunteers. This reminder is to be read in conjunction with the hire terms and conditions.

Thank you for your support!