



LANSDOWN HALL & GALLERY

Stroud's Community Venue

Entry Instructions and Info for Lansdown Gallery Hirers

Use the Green Office/Stage Door on Lansdown Road



Keys in lock safe on the right side of door - Code will be sent to you

- Unlock bottom lock first then Yale
- Upon entry the Alarm will start beeping
- Offer up the white round disc on key fob to top left hand side of Alarm Panel, on your left as you enter. Marked with arrows. Alarm will stop beeping
- Please immediately return the keys to the key safe at this point and scramble the number

Entrance to 'Green Room' next to Gallery

Enter the code (you have been sent) on the keypad, & turn both handles to open (if you make a mistake press 'C' to reset and try again)

The key for the gallery door has an orange fob and is hanging on the wall to the left of the green room door as you enter. The fob also has a key for the middle locker in this room where you will find your gallery pack (tools and fixings etc) and full instructions.

The Gallery spotlights plugs are located at skirting board level at either end of the Gallery and the other lights are on switches at the end near the toilet corridor.

The Gallery entrance door to the street is secured via 2 bolts on the inside of the door (no Key)

A-Boards, Signs etc

There are 2 A – Boards for advertising the exhibition. Put one outside next to the disabled access ramp (make sure you do not obstruct disabled access) and one at the bottom of the High Street (please ensure this is not in the way of vehicle access)

Put the 'Gallery Open' sign at the bottom of the steps and the 'Gallery' flag in the holder (on railing next to entrance steps)

Please REMEMBER to bring them in each evening.

Disabled / Pushchair Access

Some people, such as wheelchair users, may need assistance to get through the glass lobby door. If you hear the bell please open the door for them.



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Fire Exit

The door at the end of the Gallery to the foyer is a **fire exit only**. This should be kept locked and the key must be left on the hook next to the door in case it is required for an emergency exit.

In emergencies the double doors from the foyer can be opened using the push bars. All invigilators should familiarise themselves with the Fire Procedures of LH&G

The Kitchen

You may use the Kitchen to make your own drinks. We have a small fridge that you can use for chilling drinks for your Private View. There are glasses in the cupboards.

Toilet

There is an accessible toilet for all users at the end of the corridor. The light operates by movement sensor. There is a red emergency chord next to the toilet. If pulled a light and alarm goes off in gallery. You can access the toilet if required to do so by turning the lock with a coin. Press 're-set' button behind toilet to switch off alarm.

Paperwork

Please keep a record of visitor numbers on the Footfall Figures sheet provided
Please record any sales on the commission sheet provided

Making Good

Walls are covered in ply so should only require sanding over holes, once screws are removed, before repainting.
Only if holes are unusually large should they be filled and sanded before repainting.

Before leaving please ensure:

- All A-boards, signs and flags are brought in
- Gallery door is bolted from the inside
- All lights are turned off
- Green Room door is locked as you leave

NB. Please ensure no-one else remains in building before setting alarm (You may have to check there are no classes upstairs) If there are other people using the building please make sure the stage door latch is down and close it without locking the lower chubb lock

Exit via same door you entered

- Stage door - get the keys from the safe
- Offer up the white round disc on key fob to panel again.
- Alarm will start to beep
- Leave building and close door. Listen to make sure beep stops which signals Alarm is properly set
- Lock with Chubb
- Return keys to safe and scramble number

Emergency Contacts–

Penny de Lotz - 07773 338816 Ned Gibbons – 07788 975390