

**Fire**

In the event of a fire, please leave the building by the nearest fire exit and stand outside the gate at the **assembly point at the** (**Green & White**) **sign**, the centre manager will manage the situation until the emergency services arrive.

**Furniture: Please do not drag furniture as it damages the flooring**

**Tables: please clean before putting away**

**Stack chairs onto their trolley correctly and return tables to the storage cupboard. There is a blue tool to help fold away the table legs – ask staff you need it.**

**It is not permitted to bring any type of chafing dish/fuel** into VH

Tables – use table coverings if serving food or during arts & craft activity

No glitter or sand permitted in any Victoria Hall spaces

Ensure balloons are secured/weighted down

**Please DO NOT puncture balloons in any space**

Clean up drink spillages, food & cake from tables, chairs & floors

**Toilets: Please DO NOT put nappies in the toilet, use the waste bin provided.**

**Rubbish: Please tidy up, clear away and leave the space clean & tidy.**

**All rubbish must be bagged & taken to the Bin store**

**Hire period**: **Please be mindful of your start & finish time!**

**WIFI**: Guest - **Victoria Hall Harrow**. PW - **VictoriaHallHarrow**

If you have any questions, please don’t hesitate to ask.